

MALDIVE GAS PRIVATE LIMITED



Head Office Building Consultancy Services

REQUEST FOR PROPOSAL

REF NO: MGPL-I/PD/2026/10

10th June 2026

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Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. MGPL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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MGPL also accepts no liability of any nature whether resulting from negligence or otherwise whatsoever arising from reliance of any Bidder upon the statements contained in this RFP. MGPL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MGPL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and MGPL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1. Introduction

Maldive Gas Private Limited (MGPL) invites well-qualified bidders to submit proposals for the Head Office Building Consultancy Services. All work shall be carried out in full compliance with the requirements and specifications detailed in the accompanying Request for Proposal (RFP) document.

2. Background

Maldive Gas Private Limited (MGPL), a subsidiary of State Trading Organization plc (STO), has been engaged in the natural gas distribution market since 1999. Over the years we have emerged as the market leader in providing Liquefied Petroleum Gas (cooking gas) throughout the Maldives. In addition to LPG, we also provide a wide range of related appliances and industrial gases such as Acetylene, Argon, Nitrogen, and Helium. We are also the sole producer and supplier of medical oxygen catering to more than 95% of hospitals throughout the country.

3. Definitions

For the purpose of this Request for Proposal (RFP), the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires: -

- 3.1 'MGPL' means Maldive Gas Private Limited, which expression shall unless excluded by or repugnant to the context include MGPL's representative.
- 3.2 'MGPL's Representative' means the staff or any person authorized by who would oversee work and would sign the documents on behalf of the MGPL.
- 3.3 'STO' means the State Trading Organization Plc, whose expression shall unless excluded by or repugnant to the context include STO's representative.
- 3.4 'Consultant' means any person / firm / company or organization engaged in rendering professional services and shall include all his associates.
- 3.5 'Bid Due Date' means 18th June 2026, 10:00 hours or date extended according to the process stated herein.
- 3.6 'Bid Stage' means the period between the date of this RFP and Bid Due Date.
- 3.7 'LOA' means Letter of Award notification.
- 3.8 'Member or Associate' means shareholder/s of the Bidder or a partner in business.
- 3.9 'Subsequent Agreements' means one or more agreements, deeds, instruments executed between MGPL and Selected Bidder pursuant to the Project.
- 3.10 'Laws' means, existing Laws and Regulations of Republic of Maldives and any other applicable international protocol.

4. SCHEDULE OF BIDDING PROCESS

MGPL shall endeavor to adhere to the following schedule:

Event Description	Date
1 Last date for receiving queries	16 th June 2026, 10:00 hrs
2 Authority response to queries latest by	17 th June 2026, 10:00 hrs
3 Bid due date	18 th June 2026, 10:00 hrs
4 Validity of Bids	45 days from the date of submission

Information session: 14th June 2026, 10:00hrs

Location: Maldive Gas, Head Office, STO Trade Center 2nd Floor, Male’

Note: Participation in the information session is a mandatory prerequisite for all bidders in order to submit a proposal.

5. Scope of work

Project Overview

Maldive Gas Pvt Ltd (MGPL) intends to construct a 10-storey mixed-use office building in Hulhumalé Phase 1 comprising:

- MGPL corporate headquarters
- Commercial office spaces for lease

The project must:

- Be completed within 24 months (HDC requirement)
- Fully comply with HDC regulations, approvals, and building codes
- Be executed under professional project management oversight.

Objective of Consultancy

The Consultant shall act as MGPL’s independent project representative, ensuring:

- Delivery within time, cost, and quality constraints
- Strict compliance with approved drawings, BOQ, and specifications
- Control of contractor performance and risks
- Transparent cost and payment management
- Protection of MGPL’s commercial and contractual interests

5.1. Scope of Services (execution-focused):

5.1.1 Design review & pre-construction

Consultant must validate readiness before tendering:

- Review architectural, structural, and MEP designs for:
 - Buildability
 - Coordination conflicts
 - Cost efficiency
- Verify BOQ completeness and measurement accuracy
- Ensure HDC compliance and approval readiness
- Identify design risks and cost-saving opportunities

5.1.2 Tender & procurement management

Consultant must ensure contractor selection is technically sound and risk-minimized:

- Finalize tender documents (drawings, BOQ, material specifications)
- Define clear evaluation criteria
- Conduct technical evaluation of bids
- Highlight financial and execution risks
- Recommend most technically and commercially responsive contractor based on defined criteria, not solely the lowest bid price.

5.1.3 Construction supervision & control (core function)

Consultant must maintain active control of site execution:

- Minimum weekly site presence (mandatory)
- Monitor:
 - Progress vs baseline schedule
 - Quality of materials and workmanship
 - Compliance with drawings and specs
- Enforce:
 - Safety compliance
 - Method statements
- Identify:
 - Delays, risks, deviations
 - Contractor inefficiencies

5.1.4 Progress monitoring & reporting (critical)

Weekly (Short Report):

- Site status summary
- Key issues
- Immediate risks

Monthly (detailed report – mandatory):

Must include:

- Planned vs actual progress
- Critical delays and causes
- Updated project timeline
- Cost status (payments, variations)
- Quality assessment
- Risk register with mitigation actions
- Site photos (evidence-based reporting)

5.1.5 Cost control & payment certification

Consultant must act as financial gatekeeper:

- Verify contractor payment applications against actual work done
- Certify payments only after physical verification
- Monitor:
 - Variations
 - Claims
 - Cost overruns
- Provide written recommendations before approvals

5.1.6 Contract administration

- Interpret contract conditions for MGPL
- Review:
 - Contractor claims
 - Extension of time (EOT)
 - Disputes
- Advise MGPL on:
 - Risk exposure
 - Legal/contractual implications

5.1.7 Testing, commissioning & handover

Consultant must ensure **operational readiness**:

- Witness all testing & commissioning
- Verify:
 - System performance (MEP, fire, etc.)
 - As-built drawings
 - O&M manuals
- Assist in obtaining:
 - Completion certificates
 - Occupancy approvals

5.2 Deliverables (strictly enforced)

- Design Review Report
- Weekly Updates
- Monthly Progress Reports (mandatory)
- Payment Certificates
- Variation Assessment Reports
- Completion Report

5.3 Project duration

- Total: 20~24 months
- Covers:
 - Design → Tender → Construction → Handover

5.4 Consultant team requirements

Mandatory personnel:

- Project Manager (lead, full oversight)
- Structural Engineer (critical reviews)
- MEP Engineer (periodic but responsive)
- Quantity Surveyor (cost control)
- Site Engineer / Inspector
→ Minimum weekly site presence (non-negotiable)

5.4.1 Project Manager (Team Leader)

Minimum Qualification:

- Bachelor's Degree in Civil Engineering/Construction Management/Project Management, or related engineering field

Minimum Experience:

- Minimum 7 years of relevant professional experience
- Minimum 3 years' experience managing medium to large-scale commercial or high-rise building projects
- Experience in:
 - Construction supervision
 - Contract administration
 - Progress monitoring and reporting
 - Coordination with contractors, consultants, and authorities

Preferred:

- PMP, PRINCE2, or equivalent project management certification
- Experience with HDC regulations and local authority approvals

5.4.2 Structural Engineer

Minimum Qualification:

- Bachelor's Degree in Structural Engineering or Civil Engineering

Minimum Experience:

- Minimum 5 years of relevant experience in structural design review and construction supervision
- Experience in reinforced concrete and high-rise/commercial buildings
- Ability to review structural drawings, calculations, and construction quality

Responsibilities Include:

- Structural design review
- Site inspections
- Structural quality compliance verification
- Review of contractor methodologies and structural materials

5.4.3 MEP Engineer

Minimum Qualification:

- Bachelor's Degree in Mechanical Engineering/ Electrical Engineering, or related MEP discipline

Minimum Experience:

- Minimum 5 years of relevant experience in MEP systems for commercial/high-rise buildings
- Experience in:
 - HVAC systems
 - Electrical systems
 - Plumbing & drainage
 - Fire protection systems
 - Testing & commissioning

Responsibilities Include:

- Review and coordination of MEP systems
- Monitoring MEP installation quality
- Verification of testing & commissioning activities
- Coordination between architectural, structural, and MEP works

5.4.4 Quantity Surveyor (QS)

Minimum Qualification:

- Bachelor's Degree or Diploma in Quantity Surveying/ Construction Economics, or related field

Minimum Experience:

- Minimum 5 years of relevant experience in quantity surveying and cost control
- Experience in:
 - BOQ verification
 - Cost estimation
 - Valuation of work completed
 - Variation assessment
 - Payment certification

Responsibilities Include:

- Cost monitoring and reporting
- Verification of contractor payment applications
- Assessment of variations and claims
- Financial progress tracking

5.4.5 Site Engineer / Site Inspector

Minimum Qualification:

- Bachelor's Degree in Civil Engineering or Construction-related field

Minimum Experience:

- Minimum 3 years of site supervision experience in building construction projects

Responsibilities Include:

- Daily/weekly site inspections
- Monitoring workmanship and material quality
- Reporting site progress and issues
- Verification of compliance with approved drawings and specifications

Requirement:

- Minimum weekly site presence is mandatory

5.5 Reporting & authority structure

Consultant reports to:

Focal point at MGPL from Business Development & Projects Department

The Consultant shall attend all key project meetings including weekly site meetings, monthly progress meetings, milestone reviews, and any meetings related to critical technical, cost, or contractual matters. Attendance at other meetings shall be as required based on project needs

The Consultant shall record minutes, track action items, and ensure follow-up on all decisions made during such meetings

- **Mandatory meetings consultant must attend**
 - Weekly site progress meetings
 - Monthly progress review meetings (with MGPL)
 - Milestone meetings
 - Start of construction
 - Structural completion
 - MEP coordination stages
 - Variation/cost approval meetings
 - Delay/critical issue meetings
 - Authority coordination meetings (HDC, utilities)

- **Conditional/Optional meetings**
 - Technical coordination meetings (if issues arise)
 - Design clarification meetings
 - Subcontractor meetings (if relevant)
- **Coordinate with:**
 - Contractor
 - Authorities (HDC, utilities)
- **Issue:**
 - Provide written recommendations
 - Immediate reports on critical issues
 - Provide weekly site updates
 - Provide detailed reports monthly
- **Authority to:**
 - Recommend work rejection
 - Certify payments
 - Approve/reject variations (advisory)

5.6. Payment structure (performance-based)

Payments during the construction phase shall be linked to actual project progress and submission of required reports.

5.6.1 Contract type

The consultancy agreement shall be a **Lump sum contract**, payable in stages and linked to deliverables and performance.

5.6.2 Payment breakdown

Stage	Payment (%)	Conditions
Design Review	10%	Upon submission and MGPL approval of complete design review reports and authority-ready documentation
Tender Support	10%	Upon completion of tender process and formal contractor award
Construction Phase	60%	Payable monthly, linked to actual project progress and performance at site
Completion & Handover	20%	Upon issuance of completion certificates and authority approvals

5.6.3 Monthly payment mechanism (construction phase)

Monthly payments shall be subject to:

- Submission of:
 - Monthly Progress Report (mandatory)
 - Site inspection records
 - Updated progress vs baseline schedule
- Verification of:
 - Actual physical progress on site
 - Consultant's active supervision and reporting

Payment Basis

Payments shall be proportionate to verified physical progress, not time elapsed.

5.6.4 Adjustment for delay (performance-based deduction)

If project delays occur, the following shall apply:

A. Consultant-attributable delay

Where delays are caused by:

- Failure to identify/report issues
- Inadequate supervision
- Delayed decision recommendations
- Reduce consultancy payments proportionately
- Apply deductions up to 10% of total contract value

B. Contractor-attributable delay

If delay is caused by contractor:

- Consultant must demonstrate:
 - Timely reporting
 - Written recommendations
 - Corrective action follow-up
- No penalty to consultant
- However, no automatic fee increase

5.6.5 Non-payable periods

No consultancy payments shall be made for periods when no measurable construction progress occurs.

5.6.6 Extension of time

- Extension of consultancy services due to project delay:
 - Shall not automatically qualify for additional payment
- Additional fees may be considered only if:
 - Delay is proven to be beyond Consultant's and Contractor's control
 - Approved in writing by MGPL

5.6.7 Payment conditions

All payments are subject to:

- Submission of agreed deliverables
- Attendance at required meetings
- Compliance with reporting requirements
- Certification of contractor payments
- Satisfactory performance evaluation by MGPL

5.6.8 Withholding payment

MGPL reserves the right to:

- Withhold payments in case of:
 - Non submission of reports
 - Poor performance
 - Non-compliance with supervision requirements
 - Failure to act on critical issues

Payment shall resume only upon:

- Rectification of deficiencies

5.6.9 Final payment

Final payment shall be released only upon:

- Completion of all services
- Submission of:
 - Final completion report
 - As-built verification
 - DLP clearance
- Settlement of all claims and obligations

6. Addenda to the Bid Document

Before the deadline for submission of bids, MGPL may modify the Bid Documents by issuing addenda. The addenda shall be communicated in writing to all Bidders and shall become a part of the Bid Documents.

7. Evaluation Criteria

The evaluation will be done by awarding points based on the following categories.

Variables	The weightage (%)
Price	70
Experience	30
Total	100

- MGPL will subsequently examine and evaluate the Bids in accordance with the provisions set out in this RFP.
- Prior to evaluation of Bids, MGPL shall determine whether each Bid is responsive to the requirements of this RFP.
- Marks shall be distributed on a Pro-rata basis.
- MGPL has the right to disregard the bid if the prices are above the market price.

7.1 Proposed Price (70 marks)

- The price proposed for the work must be a fixed lump sum amount. The bidder shall provide the price both inclusive and exclusive of GST.
- The proposal price must be written without erasures or alterations, both in figures and in words. In case of discrepancy between figures and words, the words shall prevail. Any discrepancy between the total figure (bottom line) and the total sum of individual items calculated the total sum of individual item shall prevail.
- The lowest price offered will achieve the highest marks in the evaluation.
- Higher price offers will receive marks in proportion to the lowest quoted price.

7.2 Experience (30 marks)

- The bidder must provide a minimum of three (03) and a maximum of six (6) experience/reference letters confirming involvement in projects of the same nature of work (building construction).
- Award letters and purchase/work orders will not be considered. Only project completion letters or reference letters from the client confirming satisfactory performance and involvement in the project will be accepted, not from the bidder's own company. Letters in bidder's own company letter head will not be considered. Letters in the name of individual Members/Consultants will not be considered as a bidder's experience.
- Each qualifying experience letter shall be allocated 5%.

8. Eligible Bidders

Bidders must provide the following documentation for evidence of eligibility. Failure to do so will render the bidder ineligible and lead to disqualification of the bid.

- a. The bidder shall not be affiliated with any other party in submitting joint offers or subcontracting any aspect of the project.
- b. A minimum of three (03) Experience/Reference Letters indicating relevant experience as specified under Clauses 7.2 shall be submitted. Award Letters will not be accepted.
- c. Company profile
- d. CVs & Qualification Certificate of key personnel must be submitted and must meet the requirements specified under Clause 5.4.
- e. Detailed Methodology.
- f. Work plan with resource allocation.

9. Additional documents

Documents or Information listed in this section shall be submitted by the Bidder. MGPL may choose to accept a proposal which does not contain one or more of the documents listed in this section.

- a. Copy of Company/ Sole Proprietorship Registration Certificate
- b. Copy of Company GST/VAT registration certificate
- c. Copy of most recent Memorandum of Association
- d. Shareholders National ID Card copies/Passport copies of foreigners
- e. Cover letter with all rates filled as per the format in Annexure I
- f. Letter comprising the bid (as per the format provided in Annexure -II)
- g. Authentication for signatory in the form of Power of Attorney specially for this bid (As per the format provided in Annexure -III)
- h. Tender Submission Checklist (As per the format provided in Annexure IV)

10. Instructions to Bidders

1. Unless the context otherwise required or expressed, the terms not defined in this RFP shall have the meaning assigned thereto in this RFP.
2. Bidders shall be responsible for careful examination of all Bid Documents. All the information necessary for the Bid shall be obtained at Bidders' responsibility and expense. Misrepresentation or misinformation does not justify the bidder in any alteration of the submitted offer.
3. Language of document shall be English.
4. Bid currency should be Maldivian Rufiyaa (MVR) only.
5. Each Bidder must submit only one proposal by itself. A Bidder who submits or participates in more than one proposal will be disqualified. If MGPL discovers or has a reason to believe that collusion exists among any/all Bidders, any/all such proposals will be rejected, and all participants in such collusion will be excluded from consideration for future proposals for the same work.
6. Subcontracting is strictly not permitted. The Bidder shall be solely responsible for the execution of the entire scope of work. Any attempt to subcontract without explicit prior approval from MGPL shall be grounds for immediate disqualification or termination of contract.
7. At any time prior to the Bid Due Date, MGPL may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, MGPL may, in its sole discretion, extend the Bid Due Date.
8. Agreement shall be drawn with the selected bidder and this document with all terms and conditions shall form part of the Subsequent Agreement.
9. Notwithstanding anything to the contrary, contained in this RFP, the detailed terms specified in the Subsequent Agreement shall have an overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Agreement.
10. Proposals submitted after the deadline shall be rejected.
11. Bids received by MGPL after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.
12. Any condition or qualification or any other stipulation contained in the bid shall render the Bid liable to rejection as a non-responsive Bid
13. The Letter of Award Notification (LOA) shall be sent to the Selected Bidder within the validity date of the Bidding process.
14. MGPL will review each bid and perform a detailed evaluation based on the evaluation criteria described in this RFP document.
15. MGPL reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to Bidder.

16. In the event where the prices received are above the prices anticipated or where the submitted Proposals are not representative of the prices in the general market, MGPL reserves the right to negotiate / cancel the process.
17. All travel, visa and accommodation expenses related to this tender shall be arranged and paid for by the Bidder.
18. The delay damages for the work / service are 0.05% (Point Zero Five) per day
19. The maximum amount of delay damages for the whole of the works / services is 15% (fifteen percent) of the assigned work / services respectively.
20. If the Bidder fails to complete the total project as per the agreed timelines the contract will be forfeited, and MGPL reserves the right to obtain an order against the Bidder for specific performance while claiming damages.
21. In addition to the delay damages outlined, MGPL reserves the right to impose liquidated damages for failure to meet quality and safety standards as set out in the agreement or bid documents.
22. MGPL may disqualify any bidder as a consequence of failure on commitment or quality issues stated below considering the past engagements with MGPL. Bidders will not be disqualified for unintentional mistakes or actions which do not tantamount to intentional cheating. MGPL has the right to disqualify or blacklist the Bidders permanently or to suspend the Bidder for a certain period of time depending on the severity.
 - Intent to cheat.
 - Misrepresentation of facts in Bid Proposals.
 - Malpractice in supplies or services
 - Intentional Disclosure of MGPL confidential information
 - Bidder participates in bidding / Negotiations, wins the contract but subsequently does not execute the work.
 - Repetitive Quality issues in Supplies / Services provided to MGPL regarding past engagements.
 - Unreasonable delays in deliveries or execution of services in past engagements.
 - Bidder's repetitive delays getting into contractual agreement with MGPL after winning a contract.
 - Other violations of responsible business practices.
 - Any other criteria as MGPL may deem appropriate in the interest of the organization or government in compliance with company policies and Laws of Republic of Maldives.

MGPL reserves the right to verify all statements, information and documents submitted by the Bidder in response to the [the RFP and/or the Bidding Documents] and the Bidder shall, when so required by MGPL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by MGPL shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of MGPL thereunder.

23. Bids shall be deemed to be under consideration immediately after they are opened and until such time MGPL makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting MGPL and/ or their employees/ representatives on matters related to the Bids under consideration.
24. Without prejudice to the rights of the MGPL herein and the rights and remedies which the MGPL may have under this RFP Document or otherwise, if a Bidder is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the submission or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender issued by MGPL during a period of 3 (three) years.
25. A Bidder must not have a conflict of interest (the “**Conflict of Interest**”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, MGPL shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by MGPL and not by way of penalty for, *inter alia*, the time, cost and effort of MGPL, including consideration of such Bidder’s proposal (the “**Damages**”), without prejudice to any other right or remedy that may be available to MGPL under the Bidding Documents or otherwise.
26. The Bidding Process shall be governed by, and construed in accordance with, the laws of Republic of Maldives and the Courts of Maldives in where MGPL has its head office shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
27. To assist in the examination of responsiveness, evaluation, and comparison of bids, MGPL may, at MGPL’s discretion, ask any Bidder to submit any documents (including and not limited to some mandatory documents which shall not affect the competitiveness of the process) for clarification and verification of the Bidder’s Bid. Any document which affects competitiveness shall not be accepted during the resubmission period. The Tender Committee has discretion to reject any document submitted during resubmission period, if found, which shall affect the competitiveness of the Tender process.
28. Bidders shall provide a minimum **12-month** warranty period for all goods and services rendered. The selected Bidder shall also offer post-repair inspection and support services, including follow-up visits if issues arise during the warranty period, at no additional cost unless otherwise agreed.
29. The selected bidder must follow safety protocols, emergency response procedures, risk mitigation strategies, and compliance with all applicable national safety and environmental regulations.
30. Additionally, the selected bidder must address potential environmental hazards such as waste disposal, emissions, degassing, and chemical use, in accordance with Maldivian environmental laws and international best practices. Non-compliance may lead to penalties or termination of contract.

31. The bidder shall be responsible for all the costs associated with the preparation in the Bidding Process. MGPL will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

11. Award of Contract

- a. After selection, a Letter of Award (the “LOA”) shall be issued to the winning party and the Selected Bidder shall acknowledge the LOA in writing, within 03 (three) days of the receipt of the LOA. In the event the acknowledgment of the LOA by the bidder is not received by the stipulated date, the employer may extend the time for submission thereof, or the employer may terminate the LOA and the next eligible bidder may be considered.
- b. The bidder should take responsibility for all expense-related tax registration/company registration in Maldives required permits and approvals for the work.
- c. The Award Notification shall not be legally binding to sign the Contract between the employer and the selected bidder. At any time prior to signing the Subsequent Contract, the employer by its sole discretion may revoke and/or annul the Award Notification without any justification and/or liability to the selected bidder.

12. Subsequent Contract

A Subsequent Agreement shall be drawn with the selected bidder and this document with all terms and conditions mentioned in the request for proposal shall not form part of the Subsequent Agreement.

13. Governing Law

The Bidding Process shall be governed by and construed in accordance with the laws of the Republic of Maldives and the Courts of Maldives in which where employer has its Head Office shall have exclusive jurisdiction over all disputes arising under, pursuant to, and/ or in connection with the Bidding Process.

14. Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising employer in relation to, or matters arising out of, or concerning the Bidding Process. MGPL will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. MGPL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or employer or as may be required by law or in connection with any legal process.

15. Clarification of Bid Documents

A prospective bidder requiring any clarification of the Bid Documents may notify MGPL in writing to the postal mailing address procurement@maldivegas.com. MGPL will respond in writing to any request for clarification received during the clarification period.

16. Submission

- a. Deadline for submission is **18th June 2026, 10:00**, Maldives Time.
- b. Proposal shall be submitted physically along with required documents to **Maldiv Gas, Head Office, STO Trade Center 2nd Floor, Male'**, before the submission deadline.
- c. Documents shall be sealed, and Proposal Envelopes shall bear the following Identification

[Proposal for the Head Office Building Consultancy Services]
(MALDIVE GAS PRIVATE LIMITED)

DO NOT OPEN BEFORE 18th June 2026, 10:00 hrs
(Name of the Bidder)

- d. Bids received after the stated submission deadline shall not be eligible for consideration and shall be rejected without further review.
- e. Bidders shall be notified to submit missing documents (including and not limited to some mandatory documents which shall not affect the competitiveness of the process) required for evaluation and failure to re-submit shall result disqualification of the bidder.
- f. Any document which affects competitiveness shall not be accepted during the resubmission period. MGPL has the discretion to reject any document submitted during the resubmission period, if found, which shall affect the competitiveness of the Tender process.

Disclaimer:

Notwithstanding anything contained in this RFP, MGPL reserves the right to reject any Bid and to annul the Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons, therefore. In the event that MGPL rejects or annuls all the Bids, it may, in its discretion, invite all eligible Parties to submit fresh Bids hereunder.

Annexure I – Proposal Cover Letter

Dated:

To,

[Name]

Procurement Department,

Maldivian Gas Pvt Ltd

Sub: **Head Office Building Consultancy Services,**

We are pleased to propose as follows;

1. **Proposed Price**

Description	Rate (MVR)	Delivery Duration
Head Office Building Consultancy Services		
GST 8%		
Total		

Note: If any additional cost is to be incurred, prior approval will be required before proceeding with the work.

2. **Contact details of the focal point;**

Name	
Designation	
Contact Number	
Email Address	

3. Validity of the Proposal is 45 (Fort Five) calendar days.

4. In witness thereof, we submit this proposal under and in accordance with the terms of the request for proposal.

Yours faithfully,

Date: (Signature, name and designation of the Authorized signatory)

Place: Name and seal of Bidder

Annexure II - Letter Comprising the Proposal

Dated:

To,
[Name]
Procurement Department,
Maldive Gas Pvt Ltd

Sub: Head Office Building Consultancy Services,

Dear Sir,

With reference to your RFP document dated, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Work / Service. The Bid is unconditional and unqualified.

1. I/ We acknowledge that Maldive Gas Pvt Ltd will be relying on the information provided in the Bid and the documents accompanying the Bid for selection, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. This statement is made for the express purpose of our selection of the Tender - Head Office Building Consultancy Services.
3. I/ We shall make available to Maldive Gas Pvt Ltd any additional information it may find necessary or requires supplementing or authenticating the Bid.
4. I/ We acknowledge the right of Maldive Gas Pvt Ltd to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I/ We certify that in the last three years, we/ any of the Consortium Members or our/ their Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial body or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any Authority nor have had any contract terminated by any courts of law for breach on our part.
6. I/ We declare that:
 - (a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by Maldive Gas Pvt Ltd; and
 - (b) I/ We do not have any conflict of interest in accordance with the RFP document; and
 - (c) I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposals issued by or

any agreement entered with the Maldivian Gas Pvt Ltd or any other private / public sector enterprise or any government, Central or State; and

- (d) I/ We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
7. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
 8. I/ We declare that we/ any Member of the Consortium / Joint-Venture, or our/ its Associates are not a member of a/ any other Consortium submitting a Bid for the Project.
 9. I/ We certify that in regard to matters other than security and integrity of the country, we/ any Member of the Consortium or any of our/ their Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
 10. I/ We further certify that in regard to matters relating to security and integrity of the country, we/ any Member of the Consortium or any of our/ their Associates have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
 11. I/ We further certify that no investigation by a regulatory Employer is pending either against us or against our Associates or against our CEO or any of our directors/ managers/ employees.
 12. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
 13. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or however otherwise arising to challenge or question any decision taken by Maldivian Gas Pvt Ltd in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned Project and the terms and implementation thereof.
 14. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft to me/us [prior / after] to the Bid Due Date.
 15. I/ We have studied all the Bidding Documents/RFP carefully. We understand that except to the extent as expressly set forth in the Subsequent Agreement/s, we shall have no claim, right or title arising out of any documents or information provided to us by the Maldivian Gas Pvt Ltd or in respect of any matter arising out of or relating to the Bidding Process including the award.
 16. I/ We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the Project / Concession is not awarded to me/us or our Bid is not opened or rejected.
 17. I/ We agree and undertake to abide by all the terms and conditions of the RFP document.

Request for Proposal – Head Office Building Consultancy Services

18. I/We, the Consortium Members agree and undertake to be jointly and severally liable for all the obligations of the Concessionaire under the Agreement till occurrence of Financial Close in accordance with the Agreement.}

19. I/ We shall keep this offer valid for [45 days] from the Bid Due Date specified in the RFP.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature, name and designation of the Authorized signatory)

Place: Name and seal of Bidder

Annexure III - Power of Attorney

Know all men by these presents, We, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), of and presently residing at, who is presently employed with us/ the Lead Member of our Consortium and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the Project proposed or being developed by the Maldives Gas Pvt Ltd (the “MGPL”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the MGPL, representing us in all matters before the MGPL, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with MGPL in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with MGPL.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2026

For.....

(Signature, name, designation and stamp)

Witnesses:

- 1.
- 2.

Accepted

(Signature, name, designation and address of the Attorney)

Annexure IV – Tender Submission Checklist

The checklist is to be used to ensure that you have provided all the documentation required for this tender.

Please Tick ✓ the boxes provided

Required Documents

- Experience letters (Minimum Three) as per Clauses 7.2
- Company Profile.
- CVs & Qualification of key personnel must be submitted and must meet the requirements specified under Clause 5.4.
- Detailed Methodology.
- Work plan with resource allocation.
- Copy of Company/ Sole Proprietorship Registration Certificate
- Copy of Company VAT registration Certificate and Tax Clearance.
- Copy of most recent Memorandum of Association
- Shareholders National ID card copies/Passport Copies foreigners.
- Cover letter with all rated filled (Annexure I)
- Letter comprising the bid (Annexure II)
- Authentication for signatory in the form of Power of Attorney (Annexure III)
- This tender submission checklist, completed, signed, stamped and dated (Annexure IV)

Please Ensure that.

- Language of document shall be in English
- Proposals (All the Pages in the Bid Document) of the offer are signed by the tenderer or his duly authorized agent.

Name: _____

Signature: _____

Date: _____

Note: Signature / Stamp on all pages of the proposal.