

**MALDIVE GAS PRIVATE LIMITED**



**Development and Design of Architectural, Structural and  
MEP Drawings of Maldivian Gas Head Office Building**

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**REQUEST FOR PROPOSAL**

**REF NO: MGPL-I/PD/2026/15**

**10<sup>th</sup> June 2026**

## **Disclaimer**

The information contained in this Request for Proposals document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Maldivian Gas Private Limited (the “MGPL”) or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

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.

MGPL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution for unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

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**

Maldivian Gas Private Limited (MGPL) invites well-qualified bidders to submit proposals for the Development and Design of Architectural, Structural and MEP Drawings of Maldivian Gas Head Office Building. 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**

Maldivian 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 Maldivian 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 'Design Firm' means any firm / company or organization engaged in rendering professional services and shall include all his associates.
- 3.5 'Bid Due Date' means 18<sup>th</sup> June 2026, 11:00 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 <sup>th</sup> June 2026, 11:00 hrs
2 Authority response to queries latest by	17 <sup>th</sup> June 2026, 11:00 hrs
3 Bid due date	18 <sup>th</sup> June 2026, 11:00 hrs
4 Validity of Bids	45 days from the date of submission

**Information session: 14<sup>th</sup> June 2026, 11:00hrs**

Location: Maldivian 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**

### **BACKGROUND**

Maldivian Gas Private Limited intends to develop a modern high-rise commercial mix-office building at Hulhumale', Maldives, which will serve as the corporate headquarters of the company. The proposed development aims to provide a modern, efficient, sustainable, and functional office environment incorporating contemporary architectural standards, advanced engineering systems, and energy-efficient building solutions.

Maldivian Gas Private Limited seeks to engage a qualified and experienced design firm to undertake the complete development and design of all required Architectural, Structural, Mechanical, Electrical, and Plumbing (MEP) drawings and related engineering documentation for the proposed Office Building.

### **OBJECTIVE**

The objective of this project is to develop complete architectural, structural, and MEP designs and drawings for the proposed Maldivian Gas Head Office Building, including concept designs, detailed construction drawings, technical specifications, engineering calculations, and authority submission drawings required for approvals and construction.

The design firm shall ensure that the proposed development reflects:

- Modern architectural identity
- Functional and efficient space utilization
- Structural safety and durability
- Energy efficiency and sustainability
- Compliance with applicable codes and regulations of HDC guidelines
- Integration of smart building technologies
- Ease of operation and maintenance

## **5.1 SCOPE OF WORK**

The Design Firm shall provide building concept design, detailed drawings and BOQ including the cost and manpower plan in compliance with HDC guidelines for the development and design of the proposed building including, but not limited to, the following:

### **5.1.1. PRELIMINARY STUDIES & SITE ASSESSMENT**

The Design Firm shall:

- Review available site information and project requirements.
- Review relevant sections of land sale agreement HDC (161)-CLA/AGR/2026/133
- Conduct site visits and site assessment.
- Coordinate and review topographical survey and geotechnical investigation reports.
- Assess planning, zoning, and authority requirements.
- Review utility connections and infrastructure availability.
- Identify design constraints and opportunities.

### **5.1.2. ARCHITECTURAL DESIGN SERVICES**

The Design Firm shall prepare complete architectural designs including:

- Concept architectural design options (minimum 5)
- Space planning and functional layouts
- Detailed floor plans
- Elevations and sections
- Roof plans
- Door and window schedules
- Interior layout coordination
- External façade design
- Material selection and finishing schedules
- Accessibility and universal design compliance
- Fire escape and life safety layouts
- Landscape and external area concepts (if applicable)
- 3D perspectives and renderings
- Walkthrough visualizations

### **5.1.3 Architectural Interior & Finishing Design**

The Design Firm shall develop detailed interior architectural and finishing designs including:

- Floor finishing layouts and specifications
- Wall finishing layouts and specifications
- Ceiling finishing and reflected ceiling plans
- Material selection and finishing schedules
- Tile layouts and patterns
- Paint and coating specifications
- Feature wall and decorative finish details
- Joinery and built-in furniture details where applicable
- Toilet and wet area finishing details
- Lobby and common area interior finishes
- Staircase and corridor finish details
- External façade material finishes

The architectural design shall consider:

- Efficient circulation and workflow
- Corporate identity and modern aesthetics
- Natural lighting and ventilation
- Energy-efficient building envelope
- Sustainable and environmentally responsible design principles

### **5.1.4 STRUCTURAL DESIGN SERVICES**

The Design Firm shall provide complete structural engineering design services including:

- Structural design criteria and basis of design
- Structural analysis and calculations
- Foundation design
- Reinforced concrete and/or steel structural design
- Floor framing systems
- Beam, slab, column, and core wall designs
- Lateral stability system design
- Wind and seismic considerations
- Staircase structural design
- Roof structural systems
- Structural detailing drawings
- Bar bending schedules where required
- Coordination with architectural and MEP systems

The structural design shall comply with internationally accepted engineering standards and Maldivian regulatory requirements.

### **5.1.5 MEP DESIGN SERVICES**

The Design Firm shall prepare complete Mechanical, Electrical, and Plumbing (MEP) designs including:

#### **Mechanical / HVAC Design**

- Cooling load calculations
- Centralized HVAC system design
- Ventilation and exhaust systems
- Fresh air systems
- Staircase pressurization systems
- Smoke extraction systems
- Equipment schedules
- HVAC layouts and detailed drawings
- Energy-efficient HVAC solutions

#### **Electrical Design**

- Load calculations
- Power distribution systems
- Main distribution board and sub-distribution layouts
- Lighting design and lux calculations (Lighting systems)
- Emergency lighting systems
- Earthing and lightning protection systems
- Generator integration provisions
- UPS provisions for critical systems
- Low current systems
- Fire alarm systems
- CCTV surveillance systems
- Access control and security systems
- Structured cabling systems
- Telephone and data network cabling systems
- Server room and ICT infrastructure requirements
- Public address and intercom systems
- Building Management System (BMS) integration
- Wi-Fi infrastructure provisions
- SMATV/IPTV provisions where applicable
- Solar-ready provisions and renewable energy integration

**Plumbing & Drainage Design**

- Water supply system design
- Drainage and sewerage systems
- Stormwater drainage systems
- Pump room layouts
- Water storage tank design coordination if required
- Hot and cold water distribution systems where required
- Plumbing riser layouts
- Sanitary fixture schedules

**Fire Protection Systems**

- Fire detection systems
- Fire alarm systems
- Fire suppression systems
- Sprinkler systems
- Hose reel and hydrant systems
- Fire pump room coordination
- Emergency evacuation requirements
- Compliance with fire authority requirements

**5.1.6 AUTHORITY APPROVALS & SUBMISSIONS**

The Design Firm shall:

- Prepare drawings and documents required for authority submissions.
- Coordinate with relevant authorities for design approvals.
- Revise drawings and documents as required by authorities.
- Support the Client during approval processes.

Relevant authorities may include:

- Housing Development Corporation Limited (HDC)
- Ministry of Construction, Housing & Infrastructure
- MNDF Fire and Rescue Service
- Utility providers
- Other relevant regulatory agencies such as National Disaster Management Authority (NDMA) existing codes and regulations

### **6.1.7 TENDER DOCUMENTATION**

The Design Firm shall prepare:

- Detailed construction drawings
- Technical specifications
- Bill of Materials support documents
- Material specifications
- Design reports
- Tender drawings and documentation
- Engineering calculation reports

### **5.1.8 CONSTRUCTION STAGE SUPPORT**

During construction stage, the Design Firm shall provide:

- Design clarification support
- Review of contractor shop drawings
- Review of material submittals
- Periodic site inspections
- Responses to technical queries
- Design revisions where necessary
- Assistance during testing and commissioning stages

## **DESIGN REQUIREMENTS**

### **PROJECT OVERVIEW**

- |                           |                               |
|---------------------------|-------------------------------|
| • Client:                 | Maldivian Gas Private Limited |
| • Plot Number:            | 11767, Hulhumale' Phase 1     |
| • Plot Area:              | 6,124 sqft                    |
| • Building Footprint:     | 4,287 sqft                    |
| • Gross Floor Area (GFA): | 45,016 sqft                   |
| • Max height/Floors       | 10 Floors/37.3 m              |
| • Building Type:          | Mix-Office                    |

Planning guidelines: As provided by HDC (161)-CLA/AGR/2026/133, dated 20/04/2026

The proposed building design shall include, but not be limited to, the following functional spaces:

- Parking space in the basement
- Reception and lobby areas
- Shop space, Ground floor
- Executive offices

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- Administrative offices
- Open office workspaces
- Meeting and conference rooms
- Boardroom facilities
- Training and seminar rooms
- Cafeteria and staff pantry areas
- Prayer rooms
- IT and server rooms
- Archive and storage rooms
- Utility and maintenance rooms
- Washrooms and accessible toilets
- Fire escape staircases
- Emergency exits
- Service and maintenance access areas
- Parking and service access arrangements where applicable

### **FLOOR WISE SPACE ALLOCATION**

#### **BASEMENT**

- Parking entry
- Parking area for motorbike/car

#### **GROUND FLOOR**

Ground level area 4,182.15 SQF

Primary uses: Lobby, reception, security, visitor lounge, possibly Maldivian Gas retail shop

#### **Requirements:**

- Main entrance with canopy
- Reception and waiting area
- Security control room
- Elevator lobby
- Accessible toilets (M/F/Disabled)
- Utility rooms (electrical panel, water meter, pump room)
- Access control & surveillance systems
- Maldivian Gas shop, shop store, shop office space
- Staircase for mezzanine floor.

**LEVEL: 1 MEZZANINE FLOOR**

**Uses:** Admin offices, conference center, cafeteria

**Requirements:**

- Restrooms
- Pantry or café
- Administrative office rooms

**Uses:** Spaces for lease or corporate use

**Requirements per floor:**

- Multipurpose hall
- Pantry
- Store
- Lift lobby and staircase
- HVAC (AHU or VRV indoor units)
- False ceiling with lighting provisions
- Cable trays/data points/power sockets
- Partition-ready layout
- Male & Female toilets
- Janitor closet

**FLOOR 1- 7 TYPICAL OFFICE FLOORS FOR COMMERCIAL USE**

**Uses:** Office spaces for lease

**Requirements per floor:**

- Lift lobby and staircase
- HVAC (AHU or VRV indoor units)
- False ceiling with lighting provisions
- Cable trays/data points/power sockets
- Partition-ready layout
- Male & Female toilets
- Janitor closet
- Emergency lighting & exit signage
- Sprinkler system and smoke detectors
- Floor box provision for workstations
- Meeting rooms
- Pantry
- Inventory / stock room
- Prayer room

### **LEVEL: 8-10 EXECUTIVE / MANAGEMENT FLOOR**

**Uses:** High-level management offices, boardroom

**Requirements:**

- CEO/Director offices
- Executive boardroom
- Premium finish interiors
- Lounge area
- Private restrooms
- Kitchenette or pantry
- Balcony or outdoor sitting (optional)
- Restricted access security system

### **ROOFTOP / SERVICES**

**Uses:** MEP equipment, maintenance access

**Requirements:**

- HVAC chillers or VRV outdoor units
- Solar panels (optional)
- Generator or DG sets
- Firefighting system tanks & pumps
- Lightning protection
- Lift machine rooms
- Roof access ladder/hatch
- Parapet or railing for safety

### **GENERAL UTILITIES REQUIRED ON ALL FLOORS:**

- Electrical panel boards
- UPS and emergency power outlets
- Fire detection & suppression
- PA system (public address)
- Data & telecom backbone
- Ducts for plumbing and HVAC
- Fire escape staircases

### **OPTIONAL ADDITIONS (AS PER PROJECT SPECS):**

- Green building features (LEED)
- Smart BMS system
- Access control and biometric entry
- Breakout areas or collaboration zones

## **TECHNICAL REQUIREMENTS**

The design shall incorporate:

- One passenger lift and one service lift
- Smart building integration capability
- Building Management System (BMS) provisions
- Energy-efficient lighting systems
- Centralized HVAC systems
- Fire and life safety systems
- CCTV and access control systems
- Renewable energy integration provisions
- Sustainable building solutions
- Provision for future expansion and adaptability

## **APPLICABLE CODES & STANDARDS**

The Design Firm shall ensure compliance with all applicable local and international standards including:

- Maldives National Building Code
- HDC Planning & Development Guidelines
- Maldives Fire Safety Regulations/standards
- IEC Standards (for electrical & electronic technologies)
- ISO standards relevant to quality and safety

## **DELIVERABLES**

### **CONCEPT STAGE DELIVERABLES**

The following deliverables shall be submitted during the Concept Design Stage:

#### **Architectural**

- Design brief and space planning report
- Concept architectural layouts
- Preliminary floor plans
- Preliminary elevations and sections
- Preliminary façade concepts
- Preliminary roof concepts
- Preliminary area calculations

## **Structural**

- Preliminary structural design concept
- Proposed structural system concept

## **MEP**

- Preliminary MEP concept layouts
- Preliminary HVAC concepts
- Preliminary electrical concepts
- Preliminary plumbing concepts
- Preliminary fire protection concepts
- Preliminary ELV/ICT/security system concepts

## **Presentation & Reports**

- Conceptual 3D perspectives/renderings
- Design presentation materials
- Concept design report

## **DETAILED DESIGN STAGE DELIVERABLES**

The following deliverables shall be submitted during the Detailed Design Stage:

### **Architectural Drawings**

- Detailed floor plans
- Detailed roof plans
- Detailed elevations
- Detailed sections
- Reflected ceiling plans
- Staircase detail drawings
- Toilet detail drawings
- Architectural detail drawings
- External works drawings where applicable
- Door and window schedules
- Accessibility compliance drawings

### **Interior & Finishing Drawings**

- Floor finishing layouts
- Wall finishing layouts
- Ceiling finishing layouts
- Finishing schedules
- Tile layout drawings

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- Material specifications
- Joinery details where applicable
- Interior detail drawings
- Lobby and reception details
- Toilet finishing details

**Structural Drawings & Documents**

- Structural analysis calculations
- Structural design calculations
- Foundation drawings
- Footing details
- Pile layout/details if applicable
- Column drawings
- Beam drawings
- Slab reinforcement drawings
- Staircase structural drawings
- Roof structural drawings
- Shear wall/core wall details
- Reinforcement detailing
- Structural sections and details
- Bar bending schedules where required

**Mechanical / HVAC Drawings & Documents**

- HVAC layout drawings
- Ducting layout drawings
- Ventilation layouts
- Exhaust system layouts
- Fresh air system layouts
- Smoke extraction layouts
- Staircase pressurization layouts
- Mechanical equipment layouts
- HVAC calculations
- Cooling load calculations
- Mechanical sections and details
- Equipment schedules

**Electrical Drawings & Documents**

- Single line diagrams (SLD)
- Main distribution layouts
- Power layouts
- Lighting layouts
- Emergency lighting layouts
- Earthing layouts

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- Lightning protection layouts
- Generator integration layouts
- UPS layouts
- Cable routing layouts
- Electrical riser diagrams
- Electrical load calculations
- Equipment schedules

**ELV / ICT / Security Drawings**

- CCTV system layouts
- Access control system layouts
- Structured cabling layouts
- Telephone network layouts
- Data network layouts
- Server room layouts
- Wi-Fi infrastructure layouts
- Public address system layouts
- Intercom system layouts
- Security system layouts
- ICT riser diagrams
- BMS integration layouts

**Plumbing & Drainage Drawings & Documents**

- Water supply layouts
- Drainage layouts
- Sewerage layouts
- Stormwater drainage layouts
- Hot and cold water layouts
- Plumbing riser diagrams
- Pump room layouts
- Water tank layouts
- Plumbing calculations
- Sanitary fixture schedules
- Plumbing details and sections

**Fire Protection Drawings & Documents**

- Fire alarm layouts
- Fire detection layouts
- Sprinkler system layouts
- Hose reel layouts
- Fire hydrant layouts
- Fire pump room layouts
- Emergency evacuation layouts

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- Fire safety signage layouts
- Fire system riser diagrams
- Fire protection calculations

**Tender & Construction Documentation**

- Technical specifications
- Material specifications
- BOQ, cost and manpower plan
- Tender drawings
- Issued for Tender (IFT) drawings
- Issued for Construction (IFC) drawings

**FINAL SUBMISSION DELIVERABLES**

The following shall be submitted as part of the Final Submission:

- Final approved drawings
- Signed and stamped drawings
- Authority submission drawings
- Revised drawings as required by authorities
- Final design reports
- Final engineering calculations
- Technical specifications
- Final coordinated drawing package
- PDF soft copies
- Editable AutoCAD files
- Revit/BIM files where applicable
- High-resolution renderings and presentation files
- Complete final submission package

**SUBMISSION FORMAT**

All deliverables shall be submitted in the following formats:

- Hard copies where required
- PDF format
- Editable AutoCAD format
- Revit/BIM format where applicable
- High-resolution image/rendering format where applicable

## **FIRM QUALIFICATION REQUIREMENTS**

Interested firms shall demonstrate:

- Proven experience in high-rise commercial building design
- Experience in architectural, structural, and MEP services
- Qualified multidisciplinary design team
- Experience with authority approval processes in the Maldives
- Capability to deliver integrated design solutions

Strong project coordination capability

## **RESPONSIBILITIES DESIGN FIRM**

The Design Firm shall:

- Provide complete professional services.
- Coordinate all design disciplines.
- Ensure accuracy and completeness of all drawings.
- Ensure compliance with applicable regulations.
- Attend coordination meetings when required.
- Maintain confidentiality of project information.

## **CLIENT**

The Client shall:

- Provide project requirements and available information.
- Review and approve submissions within reasonable time.
- Facilitate communication with authorities where necessary.
- Provide timely decisions and feedback.

## **PAYMENT TERMS**

Payment shall be milestone-based and linked to submission and approval of deliverables including:

- Concept Design Submission
- Detailed Design Submission
- Authority Submission Completion
- Final Tender Documentation Submission

Detailed payment structure shall be finalized during contract negotiations.

## **QUALITY ASSURANCE**

The Design Firm shall implement appropriate quality assurance and quality control procedures to ensure:

- Accuracy of designs and calculations
- Coordination between disciplines
- Compliance with codes and standards
- Proper document control and revision management

## **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.

<b>Variables</b>	<b>The weightage (%)</b>
<b>Price</b>	<b>60</b>
<b>Work Duration &amp; Delivery</b>	<b>20</b>
<b>Experience</b>	<b>20</b>
<b>Total</b>	<b>100</b>

- 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 (60 marks)**

- a. 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.
- b. 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.
- c. The lowest price offered will achieve the highest marks in the evaluation.
- d. Higher price offers will receive marks in proportion to the lowest quoted price.

### **7.2 Experience (20 marks)**

- a. The bidder must provide a minimum of three (03) experience/reference letters confirming involvement in projects of the same nature of work.
- b. 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 the name of individual Members/Consultants will not be considered as a bidder's experience.
- c. Marks will be weighted with the highest total number of all said projects receiving full marks. Marks shall be given on a pro-rata basis.

### **7.3. Work Duration & Delivery (20 marks)**

- a. The lowest duration offered will achieve the highest marks in the evaluation.
- b. Higher duration offers will receive marks in proportion to the lowest quoted duration.

## **8. Eligible Bidders**

Bidders must provide the following documentation for evidence of eligibility. Failure to do so may 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. Valid trade License and registration
- e. Technical proposal and methodology

## **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. Company Profile
- c. Copy of Company GST/VAT registration certificate
- d. Copy of most recent Memorandum of Association
- e. Shareholders National ID Card copies/Passport copies of foreigners
- f. Cover letter with all rates filled as per the format in Annexure I
- g. Letter comprising the bid (as per the format provided in Annexure -II)
- h. Authentication for signatory in the form of Power of Attorney specially for this bid (As per the format provided in Annexure -III)
- i. 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](mailto: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 **18<sup>th</sup> June 2026, 11:00 hrs**, Maldives Time.
- b. Proposal shall be submitted physically along with required documents to **Maldivian 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 Development and Design of Architectural, Structural and MEP Drawings of  
Maldivian Gas Head Office Building]  
(MALDIVIAN GAS PRIVATE LIMITED)*

DO NOT OPEN BEFORE 18<sup>th</sup> June 2026, 11:00 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 in 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: **Development and Design of Architectural, Structural and MEP Drawings of Maldivian Gas Head Office Building,**

We are pleased to propose as follows;

1. **Proposed Price**

Description	Rate (MVR)	Delivery Duration
Development and Design of Architectural, Structural and MEP Drawings of Maldivian Gas Head Office Building		
GST 8%		
<b>Total</b>		

*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	

- Validity of the Proposal is 45 (Fort Five) calendar days.
- 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,  
Maldivian Gas Pvt Ltd

**Sub: Development and Design of Architectural, Structural and MEP Drawings of Maldivian Gas Head Office Building,**

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 Maldivian 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 - Development and Design of Architectural, Structural and MEP Drawings of Maldivian Gas Head Office Building.
3. I/ We shall make available to Maldivian Gas Pvt Ltd any additional information it may find necessary or requires supplementing or authenticating the Bid.
4. I/ We acknowledge the right of Maldivian 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 Maldivian 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 Maldive 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 Maldive 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 Maldive 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.

*Request for Proposal – Development and Design of Architectural, Structural and MEP Drawings of Maldivian Gas Head Office Building*

17. I/ We agree and undertake to abide by all the terms and conditions of the RFP document.

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 Maldivian 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
- Valid trade License and registration
- Technical proposal and methodology
- Copy of Company/ Sole Proprietorship Registration Certificate
- Company Profile
- 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.