


**HIRING A REAL ESTATE OR PROPERTY LEASING AGENT  
IN ADDU CITY  
Request for Proposal**

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


<b>Tender no.:</b>	L4-BID NO 042-2026
<b>Proposal Submission Date</b>	30 <sup>th</sup> June 2026 before 14:00 hrs
	Email to: <a href="mailto:proc.proposals@iasl.aero">proc.proposals@iasl.aero</a> only

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

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## 1. Background

Island Aviation Services Limited (IASL) is an incorporated limited liability company operating under the registration number C-0830/2007 and having its registered office in M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.

IASL is the National Airline of the Republic of Maldives and is wholly owned by the Government of Maldives. In addition to Air Transport Services, IASL offers various other aviation related services such as Air Cargo, Airport Management, Aircraft Engineering, and Ground Handling Services.

Island Aviation Services invites sealed bids valid for 60 days from the date of bid opening, from interested lessors for hiring a real estate or property agent in accordance with the requirements specified in the attachment. All the bidders are advised to carefully study the RFP documents before submitting the proposals.

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## 2. Information to Bidders (ITB)

### 2.1. BID Data

Description	Details
RFP Title	Hiring a real estate or property agent in Addu city
Bid Number	L4-BID NO 42-2026
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
Contact for Clarifications	Primary: <a href="mailto:saamih4448@iasl.aero">saamih4448@iasl.aero</a> CC: <a href="mailto:mohamed.ziyau@iasl.aero">mohamed.ziyau@iasl.aero</a> , <a href="mailto:mohamed.shae@iasl.aero">mohamed.shae@iasl.aero</a> .
Proposal Submission	Date:30 <sup>th</sup> June 2026 Time: before 14:00hrs Via email to: <a href="mailto:proc.proposals@iasl.aero">proc.proposals@iasl.aero</a> only
Proposal Validity Period	Minimum of 60 calendar days from submission deadline
Evaluation Criteria	Monthly Rent (60%) Quality and Service (40%)
Currency for Financial Proposal	Maldivian Rufiyaa (MVR), inclusive of all applicable taxes
Mandatory Documents	<p><b>Proposal</b></p> <ul style="list-style-type: none"> <li>The Monthly rent and Payment Terms should be quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes.</li> <li>Bid must remain valid for a period of 60 days after the date of Proposal Submission.</li> </ul> <p><b>Mandatory Documents</b></p> <ul style="list-style-type: none"> <li>Certified copy of the company / SP (Sole Proprietor) incorporation or registration document.</li> <li>GST registration certificate.</li> <li>A Letter or a Proposal stating the offered monthly rental rate (in Maldivian Rufiyaa). (Form A)</li> <li>Property List.</li> <li>Pricing Sheet.</li> <li>Recent photographs of the property (interior and exterior).</li> <li>Copy of Land Registry</li> <li>Copy of the National ID Card of the Property Owner(s)</li> <li>Property of Multiple Owners, Power of Attorney Letter</li> </ul> <p><b>Completed Bid Forms A-D</b></p> <ul style="list-style-type: none"> <li>Bid Forms, signed by with duly authorized personnel</li> </ul>
Deliverables Required	<p>9 Rooms required</p> <p>Minimum Requirements per room:</p> <ul style="list-style-type: none"> <li>Attached toilet with Hot and cold-water supply</li> <li>Single or Queen-size bed with quilt</li> <li>Bath towels</li> </ul>



	<ul style="list-style-type: none"><li>- Air-conditioned room</li><li>- Mini fridge or access to a refrigerator</li><li>- Wardrobe with hangers</li><li>- Clean room with no unpleasant odor</li></ul> <p>*Lease period: 1 year</p> <p>*Transportation to and from Gan International Airport shall be provided only if the distance between the leased apartment and the airport exceeds 3 kilometers.</p>
Appeals & Complaints	Must be submitted in writing within 5 days of bid opening or award notification.
Additional Notes	<ul style="list-style-type: none"><li>- Only one bid per proponent</li><li>- Late submissions will be disqualified</li><li>- All communications must be in writing and via email</li><li>- Bidders must not contact IASL staff outside official channels</li></ul>
Payment Terms	Currency: MVR Tax Inclusion: Prices inclusive of all applicable taxes Payment Schedule: <ul style="list-style-type: none"><li>- Before 10<sup>th</sup> of each month.</li></ul> Bank Details: To be provided by successful bidder

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### 3. Goods/ Services required

This Request for Proposal (RFP) seeks submissions from eligible parties for the lease of separate rooms to support IASL's operational requirements.

The proposed rooms must meet the following objectives:

Provide acceptable condition rooms, ensuring compliance with safety and operational standards.

Be located within Addu city.

Ensure compliance with local building codes, fire safety regulations, and environmental standards.

Proposals must remain valid for 60 days from the date of opening.

### 4. Eligible Bidders

4.1 This bid is open for Agents/lessors who can rent rooms that meets to IASL's room lease requirement stated under Employers Requirement.

4.2 The bidder shall be a registered business entity, or government owned entity, sole-proprietor or an individual owning a property or through subleasing with the intent to constitute a legally enforceable Contract.

4.3 The bidder shall be eligible under the laws and regulations of the Republic of Maldives.

4.4 The bidder shall have the financial and legal capacity to enter a contract and as such, shall be legally and financially autonomous; and shall not be a dependent entity of IASL.

4.5 The bidder shall have the expertise and resources to cater to the requirement.

4.6 A bidder shall not be insolvent, in receivership, bankrupt or being wound up; its affairs not being administered by a court or a judicial officer for debt / tax obligation or any criminal offence for the past five (5) years, its business activities not being suspended and not the subject of legal proceedings for any of the foregoing.

### 5. Guideline for Proposal Submission

#### a) Evaluation of Proposals

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

#### b) Language of Proposal

The proposal documents must be in written in English.

#### c) Clarifications about RFP

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

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

Copied to: [mohamed.ziyau@iasl.aero](mailto:mohamed.ziyau@iasl.aero), [mohamed.shaae@iasl.aero](mailto:mohamed.shaae@iasl.aero)

**d) Proposal Validity**

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

**e) Appeals and Complaints**

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

**f) Communications**

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

**g) Bid Submission**

Date and Time	30 <sup>th</sup> June 2026 before 14:00 hrs <i>No mail will be accepted after the mentioned time.</i> Proposals must be submitted via email to <a href="mailto:proc.proposals@iasl.aero">proc.proposals@iasl.aero</a> only
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**h) Schedule of Events**

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

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## 6. General Terms and Conditions

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

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## 7. Bid Proposal (General Compliance and Mandatory Documents)

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


### 7.1. General Compliance

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

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

### 7.2. Mandatory Documents

No.	Item	Description	Requirement Level
1	Companies & SP's: Certificate of Incorporation/Registration / Licenses	Company registration certificate. GST registration certificate if applicable / SP (Sole Proprietor) incorporation or registration document/ Licenses	Mandatory
2	Cover Letter	A detailed cover letter stating the offered monthly rental rate (In Maldivian Rufiyaa)	Mandatory
3	Property List	Property list in Addu city covering 9 rooms, with addresses and photos.	Mandatory
4	Cost & payment terms	Pricing sheet (all-inclusive monthly rate per room and total; transport & housekeeping included).	Mandatory
5	For Property Owners	Copy of the Land Registry Document Copy of the National ID Card of the Property Owner(s) Property of Multiple Owners, Power of Attorney Letter	Mandatory
6	For Authorized agents or sub-lessors:	Certified copy of the head-lease agreement demonstrating the legal right to sublease the property for the required term. A written letter of Authorization from the property owners explicitly permitting the sublease of the premises. Copy of national ID card of the head lessor (property owner) and the sublessor (Agent).	Mandatory
7	Bid Forms (Form A-D)	Bid forms, signed by with duly authorized personnel	Mandatory

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**8. Evaluation Criteria**

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

**8.1. Rent (60%)**

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

<b>Rent (60%)</b>	
Monthly Rent = $\frac{\text{Lowest Proposed Monthly rent from among the Proposals received.}}{\text{Participant's proposed Monthly rent}}$	x 60%

**8.2. Quality and Service (40%)**

Proposals will be evaluated based on the inspection of the following criteria, with the percentages indicated.

- Cleanliness (20%)
- Safety and Maintenance (10%)
- Odor and Ventilation (10%)

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## 9. EMPLOYER REQUIREMENTS

### 9.1. Background

Island Aviation Services Ltd. (IASL) invites qualified and experienced agents to submit proposals for the leasing of 9 rooms in Addu City. This RFP is issued under IASL Procurement Policy IASL/PROC/POLICY/01, Rev 02 (effective 1 Dec 2024).

The purpose of this RFP is to provide accommodation for IASL Engineers/ Pilots for the DHC 6 Wheel operations at GAN. The required rooms for rent must be available from 25<sup>th</sup> July 2026 onwards.

### 9.2. Objective

To lease **nine (9) rooms** that meet the specified standards and amenities, with the hired agent fully responsible for delivery and maintenance of all listed facilities and services for the entire lease period.

### 9.3. Mandatory Requirements (Non-Negotiable)

The offer must cover all 9 rooms and all facilities listed below. Partial submissions (1–2 rooms or fewer than 9 rooms) will be rejected.

### 9.4. Location

Rooms must be in **Addu City**

### 9.5. Transport

Transportation to and from Gan International Airport shall be provided only if the distance between the leased apartment and the airport exceeds 3 kilometers.

### 9.6. Room Specifications (for each of the 9 rooms)

- Attached private toilet with hot and cold water in the shower
- Air-conditioned (AC) room in good working condition.
- Bed type: Single or Queen size with quilt/duvet and clean bedding.
- Storage: Wardrobe with adequate hangers & bath towels
- Refrigeration: Mini fridge in-room or guaranteed access to a shared refrigerator (24/7 access).
- Cleanliness & Odor: Rooms must be clean, well-ventilated, free from unpleasant odor at all times.
- General condition: No mold, leaks, pests, or significant wear/damage.

### 9.7. Agent Responsibility

- The hired agent is fully responsible for providing, maintaining, and ensuring the availability and functionality of all above facilities for all 9 rooms throughout the lease term.
- No option for one party to submit 1 or 2 rooms; only complete 9-room offers will be considered.

### 9.8. Service Inclusions

- Housekeeping: Minimum weekly cleaning of rooms and bathrooms; linen change at least once per week (or as per agreed standards).
- Maintenance: Timely repair/maintenance for AC, plumbing, hot water, and fixtures.
- Wi-Fi/Internet: preferred; specify (if included).
- Safety: Functional door locks, adequate lighting, and basic fire safety provisions.

**9.9. Quantities & Occupancy**

- Total rooms required: 9
- Occupancy: Single occupancy per room
- Availability: Rooms must be available to hand over on 25<sup>th</sup> July 2026.

**9.10. Lease Term & Payments**

- Lease duration: 1 year
- Payment terms: Monthly
- Deposit / Advance: Specify if required
- Invoicing: Agent to issue tax-compliant invoices.

**9.11. Compliance & Standards**

- Agent must comply with **local regulations** (business license, accommodation standards, transport licensing/insurance).
- Rooms shall be subject to **inspection** prior to award. Rooms are required to pass the inspection in accordance with the stated standards. Proposals that do not comply may not be considered for award.

**9.12. Deliverables from Agent**


**Facilities confirmation** per room (checklist matching Section 9.6).

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## 10. Submission Checklist

#	Required documents	Tick if submitted
1	Certificate of Incorporation/Registration/ Licenses	
2	Cover letter – (A detailed cover letter stating the offered monthly rental rate)	
3	Property List	
4	Recent photographs	
	<b>Property Owners:</b>	
5	Copy of the Land Registry Document	
6	Copy of the National ID Card of the Property Owner(s)	
7	Property of Multiple Owners, Power of Attorney Letter	
	<b>Authorized agents or sub-lessors:</b>	
8	Certified copy of the head-lease agreement demonstrating the legal right to sublease the property for the required term.	
9	A written letter of Authorization from the property owners explicitly permitting the sublease of the premises.	
10	Copy of national ID card of the head lessor (property owner) and the sublessor (Agent).	
11	Bid application form (Form A)	
12	Related party disclosure form (Form B)	
13	Litigation/ Arbitration (Form C)	
14	Declaration on Ethical Conduct and Fraud and Corruption (Form D)	

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

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**11. Bid Forms A-D**

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

<b>Description of Work:</b>	Hiring a real estate or property agent in Addu city
<b>Bid to:</b>	Island Aviation Services Ltd
<b>Address:</b>	Island Aviation Services Limited, M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives

Having examined the conditions of RFP, for the execution of above-named services, I/we the undersigned, offer to lease rooms in conformity with the said conditions of contract, specifications, and requirements stated therein for the monthly rent of MVR: \_\_\_\_\_  
 (\_\_\_\_\_).

We undertake, if our Bid is accepted, to commence the works as per the stated commencement date of the works in the Contract.

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

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

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

Yours sincerely,

Signed \_\_\_\_\_

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

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


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

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

**Name & Address of Signatory**

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

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

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**11.2. Form B - Related Party Disclosure**

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

[Date]

Dear Sir/ Madam,

**Project:**

**Subject: Related Party Disclosure**

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

Name of the Related Party	Designation of the Related Party	Relationship

Yours sincerely,

[Name of signatory]


[Title]

**Note:**

*1. Related parties for this purpose include:*


*1.1. Employees or directors of the Company*

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

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**11.3. Form C: Litigation/ Arbitration**

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

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**11.4. Form D: Declaration on Ethical Conduct and Fraud and Corruption**

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

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

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

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

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

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

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