

Consultancy Services for Design Review, Construction Supervision, and Project Management of IASL Staff Housing Project

Request for Proposals

06 August 2026

Tender no.:	L4-BID NO 045-2026
EOI Registration Date	Latest by 12 August 2026, 23:59hrs
Information session details	16 August 2026, 14:00hrs Venue at Procurement Office at 1 st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Bid submission date and address	30 August 2026, 14:00hrs Venue at Procurement Office at 1 st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives

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

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1) Background

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

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

IASL's core businesses include.

- Airline Services
- Airport Lounge Services
- Airport Management & Operations
- Engineering & Maintenance Services
- Cargo Services
- Maldivian Holidays
- Maldivian Seaplane Services.

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2) Information for Bidders

2.1. BID Data

Description	Details
RFP Title	Consultancy Services for Design Review, Construction Supervision, and Project Management of IASL Staff Housing Project
Requirement	Plot Area: 20,819.32 Sqft. Max Height: 47 m Location: Hulhumale Phase-2
Bid Number	L4-BID NO 045-2026
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
EOI Registration Deadline	Date: 12 August 2026 Time: 23:59Hrs (GMT+5) Via email: azka4513@iasl.aero
Contact for Clarifications	Primary: azka4513@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shae@iasl.aero
Information Session	Date: 16 August 2026 Time: 14:00Hrs Location: Procurement Office at 1 st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives <i>Note: Attendance for this session is mandatory</i>
Proposal Submission	Date: 30 August 2026 Time: 14:00Hrs Location: Procurement Office at 1 st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Proposal Validity Period	Minimum of 90 calendar days from submission deadline
Evaluation Criteria	- Technical: 50% - Financial: 50%
Mandatory Documents	- Certificate of Incorporation/Registration - Company Profile - Tax registration certificate / Tax clearance form - Portfolio with supporting documents - Team Qualification details - Relevant experience - Completed Bid Forms A–F
Appeals & Complaints	Must be submitted in writing within 5 days of bid opening or award notification.
Additional Notes	- Only one bid per proponent - Late submissions will be disqualified - All communications must be in writing and via email - Bidders must not contact IASL staff outside official channels
Payment Terms	Tax Inclusion: Prices inclusive of all applicable taxes
Clarification deadline	25 August 2026, 14:00Hrs

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3) Services required

Island Aviation Service Ltd. is seeking interested parties to submit their Proposal for the *Consultancy Services for Design Review, Construction Supervision, and Project Management of IASL Staff Housing Project in accordance with the terms of reference (TOR)*.

4) Eligible bidders

- a) The bidder should be a Business Entity registered under the *Business Registration Act of the Maldives* for the last 3 years from the date of this RFP. The proponents must have its own operational office in Maldives and registered with *Maldives Inland Revenue Authority (MIRA)* and submit below documents:
 - i. Company Registration Certificate
 - ii. GST Registration Certificate
- b) This bid is open for registered bidders who have declared their interest to participate in the bid via email through an EOI (Expression of Interest)
- c) Bidder shall be an interested party that has registered through an Expression of Interest (EOI) by email in the stipulated time period (a “Registered Party”).
- d) The bidder shall be eligible under the laws and regulations of the Republic of Maldives and as such shall be operating under commercial law.
- e) 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.
- f) A bidder shall not be insolvent, in receivership, bankrupt or being wound up; its affairs not being administered by a court or a judicial officer for debt / tax obligation or any criminal offence for the past five (5) years, its business activities not being suspended and not the subject of legal proceedings for any of the foregoing.

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5) Guideline for proposal submission

a) Compliance Statement

- i. Bidder shall state that the offer is made in accordance with the Request for proposal.
- ii. Bidders who offer additional or alternative conditions shall clearly state those in their proposals.

b) Evaluation of Proposals

Points will be given to proposals as outlined in *Section 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.

c) Language of Proposal

The proposal documents must be in written in English.

d) Clarifications about RFP

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

Email: azka4513@iasl.aero

Copied to: mohamed.ziyau@iasl.aero and mohamed.shae@iasl.aero

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.

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g) Information session

Date of Information Session	16 August 2026, at 14:00hrs
Venue for Information Session	Procurement Office at H.Silversand 1 st Floor, Kalaafaanu Hingun, K.Male', Maldives. <i><u>Attendance for this Information Session is mandatory. Any bidder who fails to participate shall be disqualified from further participation in the RFP process.</u></i>

h) Bid submission

Date and Time	30 August 2026, at 14:00hrs <i>No party will be allowed after the mentioned time.</i>
Venue for proposal submission	Procurement Office at H.Silversand 1 st Floor, Kalaafaanu Hingun, K.Male', Maldives.

i) Schedule of event

Event	Time (GMT+5)	Date
IASL issues RFP	-	06 August 2026
EOI (Expression of Interest) Deadline	23:59	12 August 2026
Information Session	14:00	16 August 2026
Deadline for submission of Proposals	14:00	30 August 2026
Estimated Proposal evaluation completion time and IASL notify the winning bidder.	-	15 September 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 *Section 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 proposal 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 bid document from every proponent.
- h) To assist in the evaluation and comparison of bids, IASL may, at its discretion, request any bidder for clarification of their proposal. This will be clarified in writing, but no change in substance or price of the bidder will be sought.
- i) IASL will evaluate and compare only those bids determined to be responsive in accordance with requirements specified in the bid document.
- j) IASL will award the contract in writing to the bidder who scores the highest marks in compliance with the section 8 Evaluation criteria.
- k) 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.

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7) Bid proposal

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

7.1. General Compliance

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

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

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7.2 Mandatory Documents

No.	Item	Description	Requirement level
1	Cover Letter	The cover letter for the bid must be signed by an authorized person who has the authority to bind the Bidder to a Contract;	Mandatory
2	Company Profile	Profile of the Firm including the firm's shareholding structure and details;	Mandatory
3	Project Cost and Payment Terms	- The Project rate and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes. - Bid must remain valid for a period of 90 days after the date of Proposal Submission. - Bidders should propose a monthly rate for the consultancy services.	Mandatory
4	Team Composition and Qualification Details	Project Team and Their Qualifications and the relevant experience in the field. (Refer to Clause 8)	Mandatory
5	Relevant experience of Company	- List of experience in similar projects with letters of completion stating the value and duration of the project. - If past experiences are not accompanied by an official letter of completion by the client, such letters will not be considered in evaluation. <i>If the value of the project</i> is not included in the <u>reference letter</u> for the project, the reference letter may be supplemented by supporting documents such as the <u>Letter of Award/Notification of Award</u> or the <u>Contract/Agreement</u> to provide the value of the project.	Highly Recommended (Marks will be allocated for submitted experience documents)
6	Bid Forms (Form A - F)	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.

Item #	Proposal components evaluated	Sub score	Marks allocated
8.1	Technical Scoring		
	8.1.1 Team capability	30%	50%
	8.1.2 Experience	20%	
8.2	Financial scoring		50%
Total score			100%

8.1 Technical Scoring (50%)

8.1.1 Team Capability (30% score)

Team Composition and Qualifications (30%)

Team and their qualification with supporting documents (Points will not be allocated if supporting documents are not submitted)

- Relevance and depth of experience of key personnel will be considered such as:
 - Lead Architect
 - Structural Engineer
 - MEP Engineer
 - Project Manager

Points will be allocated based on the following criteria:

- Educational background:
 - 6 points – Masters and above
 - 3 points – Degree
 - 1 point – Diploma and below
- License in field (where applicable):
 - 6 points – licensed personal
 - 0 points – no license
- Experience:
 - 18 points – 10+ years
 - 13 points – 5 to 10 years
 - 8 points – 2 to 5 years
 - 3 point – 1 to 2 years
 - 0 points – No experience

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8.1.2 Experience (20% score)

Experience will be counted as the number of supplied portfolios such projects shall be:

- Similar in nature to the purpose of this particular proposal
- Years of experience in consultancy services.
 - Previous constructions projects.
 - References and client testimonials.
- Have been supplied within the last 5 years
- Experience (projects) simply stated in tabular or other format, i.e. not backed by the supporting documents, **will not be considered as valid submissions under this category.**
- It is up to the sole discretion of the Employer to determine the similarity in nature of the bidder's experience to the current scope of works. The score awarded by IASL after this review shall be final and shall not be contested.
- IASL reserves the right to not consider those bids that do not fulfil the requirements stated above under this clause for further evaluation.
- All the bids that fulfil the requirement mentioned in this sub-clause will be given points in the following manner.
- The bidder who has the highest total value of supply by volume will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis.
- The formula thus used for the computation of the score is as follow:

$$\text{Experience score} = \frac{\text{Particular Bidder's total accumulated number of projects}}{\text{Highest total accumulated number of projects among the bids received}} \times \frac{20}{100}$$

8.2 Financial Scoring (50%)

8.2.1 Price offered (50% of score)

The highest score shall be awarded to the bid with the lowest bid priced. For the remaining bids, points will be awarded using the formula below.

$$\text{Price score} = \frac{\text{Lowest price from among the bids received}}{\text{Price of particular bid being evaluated}} \times \frac{50}{100}$$

8.3 Combined Scoring (100%)

For each bidder, the score received from Technical and the Financial Evaluation shall be added together to get the Combined Score using the respective formulas as stated below to determine the highest scored bidder for the respective service.

#	Formula	Score
Combined Score	(Technical Score calculated using the formula) + (Financial Score calculated using the formula)	Max 100

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9) Term of Reference (TOR)

1.0 SCOPE OF WORK

The Consultant shall act as the Engineer under the Contract and perform all duties, authorities, responsibilities, and functions assigned to the Engineer in accordance with the Conditions of Contract. The Consultant shall provide consultancy services for the design review, contract administration, project management, and site supervision during the construction phase. The Consultant's responsibilities shall include, but not be limited to, the following:

1.1 Design Review

- a) Review contractor-submitted drawings, calculations, and related technical documents.
- b) Review shop drawings, material submittals, method statements, and design calculations submitted by the Contractor.
- c) Verify compliance with:
 - i. Project specifications and employer's requirements.
 - ii. Approved design criteria and contract documents.
 - iii. Applicable local regulations, codes, and industry standards.
- d) Assess the adequacy of dimensions, details, materials, interfaces, and constructability.
- e) Identify inconsistencies, omissions, conflicts, or technical concerns within the submitted drawings.
- f) Provide review comments and recommendations for revisions where necessary.
- g) Conduct follow-up reviews of resubmitted drawings to confirm that comments have been adequately addressed.
- h) Verify coordination between architectural, structural, mechanical, electrical, plumbing, and other related disciplines.
- i) Issue a review report summarizing findings, comments, and recommendations.

1.2 Contract Management and Document Review

- a) Contract Administration: Administer the Contract and monitor compliance with its terms and conditions.
- b) Variation Management: Assess and manage contract variations, claims, and disputes.
- c) Payment Certification: Review payment applications submitted by the Contractor and issue Interim Payment Certificates for work completed in accordance with the Contract.
- d) Documentation Review: Review documentation prior to the commencement of the Works and throughout the construction period. Review and approve, where applicable, method statements, inspection requests, material submittals, and other required project documentation.
- e) Documentation: Maintain comprehensive records of correspondence, submissions, approvals, instructions, and other contract-related documentation in accordance with the Contract.
- f) Compliance Monitoring: Ensure all contractual obligations are met by the parties involved.
- g) Performance Reports: Provide regular performance reports to the Company.
- h) Review and provide recommendations on Extension of Time (EOT) claims.
- i) Maintain a register of RFIs, variations, claims, and contractual correspondence.
- j) Review Contractor's insurance documents, bonds, and guarantees.

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1.3 Project Management

- Management: Coordinate, manage and supervise the Project.
- Project Meetings: Conduct weekly project meetings and issue meeting minutes to concerned parties. Additional project meetings shall be conducted as required.
- Monthly meeting: Conduct monthly meetings with the Company's Management to highlight the progression and discuss major issues.
- Progress Tracking: Track Contractor's performance against the approved project schedule and Contract requirements.
- Ensure the contractor follows the regulations of the local authorities.

1.4 Site visits and Inspections

- Site Visits and Meetings: Conduct weekly site visits to monitor construction activities. Additional site visits shall be conducted as required.
- Inspections: Perform inspections to verify the Contractor's compliance with approved drawings, specifications, and quality requirements. Instruct the contractor to rectify identified defects prior to project handover.
- Witness testing and commissioning activities where applicable.
- Prepare snag lists and verify close-out of defects prior to handover.
- Reporting: Provide detailed site inspection reports highlighting progress, issues, and recommendations.
- Documentation: Maintain thorough documentation of inspections, including photographic evidence.

1.5 Material/Finishes/Workmanship Approvals

- Inspection: Inspect, assess and evaluate with authority to approve or reject materials and workmanship during the construction period.
- Alterations: Recommend minor design modifications where necessary for project execution, subject to approval by the Company.
- Quality Assurance: Ensure all materials and finishes meet the required quality standards as per the technical specifications and Employer's Requirement.

1.6 Reporting

- Monthly Reporting: Provide monthly detailed progress reports to the Company. Monthly reports shall include progress status, key achievements, critical issues, approved variations, health and safety observations, quality matters, and forecast activities.
- Final Reporting: Provide detailed final report to the Company upon completion of the project.\

1.7 Technical Assistance

- Issue Site Instructions: Issue Engineer's Instructions as required under the Contract with regards to issues on site, and conformance with specifications.
- Drawings and Instructions: Review and verify the Contractor's as-built drawings prior to submission.
- Coordination: Coordinate with the Company and the Contractors to address technical challenges and implement solutions.

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1.8 Adhere to Standard

- a) Adhere to standards and guidelines of "Conditions of Contract for Plant and Design-Build by the Employer" Second Edition 2017 published by International Federation of Consulting Engineers (FIDIC).
- b) Attend to all Engineer duties as specified in "Conditions of Contract for Plant and Design-Build by the Employer" Second Edition 2017 published by International Federation of Consulting Engineers (FIDIC).

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10. Bid Forms A-F

10.1. Form A - Bid application form

Description of Work:	Consultancy Services for Design Review, Construction Supervision, and Project Management of IASL Staff Housing Project
Bid to:	Island Aviation Services Ltd
Address:	Island Aviation Services Limited, M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives

Having examined the Request for Proposal (RFP) document for the above-mentioned consultancy services and fully understood the requirements, conditions, and obligations contained therein, I/We, the undersigned, hereby undertake to perform the consultancy services in accordance with the RFP for the total tax-inclusive monthly rate of MVR _____.

We undertake, if our bid is accepted, to commence supply operations in accordance with the confirmed Implementation Plan and to fulfill all obligations under the contract within the agreed timelines and service standards.

We agree to abide by this bid for a period of 90 days from the date of submission of the proposal, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

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

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

Yours sincerely,

Signed _____

In the capacity of _____

Duly authorized to sign bids for and on behalf of _____

(Company Name & Stamp)

Date: _____

Name & Address of Signatory

Name: _____

Address: _____

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10.2. Form B - Related Party Disclosure

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

[Date]

Dear Sir/ Madam,

Project: Consultancy Services for Design Review, Construction Supervision, and Project Management of IASL Staff Housing 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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10.3. Form C: General Information (Business profile/Work profile)

1.1. Company name:

.....

1.2. Head office:

.....

Telephone no.:.....Fax no.:.....

1.3. Main lines of business

- a) Since
- b) Since
- c) Since
- d) Since
- e) Since

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10.4. Form D: Experience Records

List of all completed Contracts and supplies executed during the last 5 years.

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

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10.5. Form E: Litigation/ Arbitration

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

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10.6. Form F: Declaration on Ethical Conduct and Fraud and Corruption

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

- 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.
- Should we become aware of the potential for such a conflict, will report it immediately to ISLAND AVIATION SERVICES LTD.
- 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.
- 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.
- That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of ISLAND AVIATION SERVICES LTD, Client or Employer.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Phone Number: _____

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11. Submission Checklist

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

General Requirements

- ☐ Proposal written in English
- ☐ Proposal validity: Minimum 90 days from submission deadline
- ☐ All documents signed/stamped and authorized as required

Mandatory Documents

- ☐ Certificate of Incorporation/Registration (Certified copy)
- ☐ Tax Clearance Certificate (GST/WT ETC. if tax applicable)
- ☐ Company Profile
- ☐ Completed Bid Forms A–F
- ☐ Signed Declaration (Conflict of interest, ethical conduct)
- ☐ Team qualification details
- ☐ Relevant experience

Submission Details

- ☐ EOI Registration Deadline: 12 August 2026, 23:59Hrs
- ☐ Proposal Submission Deadline: 30 August 2026, 14:00Hrs,
- ☐ Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
- ☐ Late submissions will be disqualified

Additional Notes

- ☐ Ensure one bid per proponent
- ☐ All communications via official email channels only
- ☐ Appeals/complaints within 5 days of bid opening or award notification

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

For clarifications, contact via mail:

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CC: mohamed.ziyau@iasl.aero and mohamed.shae@iasl.aero