ISLAND
AVIATION SERVICES LIMITED

Lease of Staff Accommodation in Male’ or Hulhumale'

Request for Proposal

10th August 2026

Tender no.:	L4-BID NO 040-2026
Proposal Submission Date	17th August 2026, before 14:00hrs Email to: proc.proposals@iasl.aero 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 60days from the date of bid opening, from interested lessors for leasing of accommodation in accordance with the requirements specified in the attachment. All the bidders are advised to carefully study the RFP documents before submitting the proposals.

2. Information to Bidders (ITB)

2.1. BID Data

Description	Details
RFP Title	Lease of Staff Accommodation in Male'or Hulhumale'
Bid Number	L4-BID NO 040-2026
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
Contact for Clarifications	Primary: saamih4448@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shaee@iasl.aero
Proposal Submission	Date:17th August 2026 Time: before 14:00hrs Via email to: proc.proposals@iasl.aero only
Proposal Validity Period	Minimum of 60 calendar days from submission deadline
Evaluation Criteria	- Rent (70%) - Suitability and Condition (30%)
Currency for Financial Proposal	Maldivian Rufiyaa (MVR), inclusive of all applicable taxes
Mandatory Documents	- A detailed cover letter stating the offered monthly rental rate (in Maldivian Rufiyaa). - Clear floor plans indicating the total area (with square feet details) and layout. - Recent photographs of the property (interior and exterior). - Copy of Land Registry - Copy of the National ID Card of the Property Owner(s) - Property of Multiple Owners, Power of Attorney Letter - Focal Point: Contact information (name, phone number, and email address).
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	Currency: MVR Tax Inclusion: Prices inclusive of all applicable taxes Payment Schedule: Before 10th of each month Bank Details: To be provided by successful bidder

3. Lease Requirement

This Request for Proposal (RFP) invites submissions from eligible parties for the lease of residential accommodation to support IASL's requirements.
The proposed accommodation must meet the following objectives:

- Provide adequate and suitable residential space for occupancy, ensuring comfort, safety, and functionality for staff.
- Be located within K. Malé or Hulhumalé to ensure accessibility and operational efficiency.
- Comply with all applicable local building codes, fire safety regulations, and environmental standards.
- Be in good condition, fully serviced (including water, electricity, and sanitation), and ready for immediate occupancy.

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

4. Eligible Bidders

1. This bid is open to lessors who can provide accommodation that meets IASL's requirements as specified in the Employer's Requirements
2. The lessor shall be a registered business entity, government-owned entity, sole proprietor, or an individual owning property, or authorized to sublease, with the intent to enter into a legally enforceable contract.
3. The lessor shall be eligible under the laws and regulations of the Republic of Maldives.
4. The lessor shall have the financial and legal capacity to enter into a contract and shall be legally and financially autonomous, and not a dependent entity of IASL.
5. The lessor shall have the expertise and resources to cater to the requirement.
6. The lessor shall not be insolvent, in receivership, bankrupt, or in the process of being wound up. Its affairs shall not be under administration by a court or judicial officer for debt, tax obligations, or any criminal offence within the past five (5) years. The bidder's business activities shall not be suspended, nor shall it be subject to legal proceedings for any of the foregoing.

5. Guideline for Proposal Submission

a) Compliance Statement

i. Bidder shall state that the offer is made in accordance with the Request for Proposal and sign and submit the Form A (Bid Application Form)

ii. Bidders who offer additional or alternative conditions shall clearly state those in their proposals.

b) Evaluation of Proposals

Points will be given to proposals as outlined in *Clause 8. Evaluation criteria*. All the proposals will be ranked in descending order based upon total score and the party who 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: *saamih4448@iasl.aero*
Copied to: *mohamed.ziyau@iasl.aero* and *mohamed.shaee@iasl.aero*

e) Proposal Validity

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

f) Appeals and Complaints

i. Regarding conduct of an application
- Applicants are to file appeals and complaints regarding conduct of an application, in writing, within 5 (Five) days of opening of an application.

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

g) Communications

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

h) Bid Submission

Date and Time	17th August 2026 before 14:00 hrs *No mail will be accepted after the mentioned time.* Proposals must be submitted via email to proc.proposals@iasl.aero only

i) Schedule of Events

Event	Time	Date
IASL issues RFP	-	10th August 2026
Deadline for submission of Proposals	14:00	17th August 2026
Estimated Proposal evaluation completion time and IASL notify the winning bidder.	-	27th August 2026

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 Bid shall become the property of IASL. Bids and supporting materials will not be returned to the Bidder.

f) All information provided will be subjected to verification by IASL. Submission of incomplete or unsigned forms may result in rejection of the proposal as non-responsive.

g) IASL will only accept one bid document from every proponent.

h) To assist in the evaluation and comparison of bids, IASL may, at its discretion, request any bidder for clarification of their proposal. This will be clarified in writing, but no change in substance or price of the bidder will be sought.

i) IASL will evaluate and compare only those bids determined to be responsive in accordance with requirements specified in the bid document.

j) IASL will award the contract in writing to the bidder who scores the highest marks in compliance with the evaluation criteria.

k) Upon furnishing by the successful bid, IASL will promptly notify the other bidders through telephone or email that their bids have been unsuccessful.

l) Any change to the contents of RFP will be clearly briefed during the information session.

m) At any time prior to the deadline for submission of Proposals, IASL may amend the RFP documents by issuing an addendum.

n) Prospective respondents shall be given reasonable time as IASL deems reasonable to take an addendum into account in preparing their proposals by extending the deadline for submission of Proposal.

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 mandatary 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 • Individual Property Owner: Registry of the property proving the ownership.	Certified copy of the company / SP (Sole Proprietor) incorporation or registration document. Incase of multiple owners, power of attorney letter signed by the remaining owners.	Mandatory
2	Cover Letter	A detailed cover letter stating the offered monthly rental rate (In Maldivian Rufiyaa)	Mandatory
3	Floor Plan	Clear floor plan indicating the total area (with square feet details)	Mandatory
4	Recent Photographs	Recent photographs of the property (interior and exterior)	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

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 (70%)

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.

Rent (70%)
$\text{Price Score} = \frac{\text{Lowest Proposed monthly rent from among the Proposals received.}}{\text{Participant's proposed monthly rent}} \times 70\%$

8.2. Suitability and Condition (30% of Total Score)

The evaluation will assess the suitability of the accommodation and its condition to meet IASL's accommodation requirements. The assessment will include, but not be limited to, the following:

- **Room Quality (10%):** Cleanliness, comfort, furnishing, and overall condition of rooms
- **Facilities (10%):** Availability and reliability of essential amenities (air conditioning, attached bathroom, utilities)
- **Safety and Security (10%):** Adequate safety measures, secure access, and overall environment

Scoring will be based on the results of the inspection conducted against the above criteria.

9. EMPLOYER REQUIREMENTS

9.1. Lease Requirements

- Lease Period: 2 Years
- Preferred Location: Malé / Hulhumalé
- Lift Requirement: lift is mandatory for apartments located above the 1st floor
- Number of Rooms Required: 2 Rooms
- Room Size: Each room must be sufficient to accommodate two (2) bunk beds comfortably
- Number of Toilets Required: One (1) toilet per room (attached)
- Pantry Requirement: Required
- Air Conditioning Requirement: All rooms must be equipped with air conditioning

9.2. Condition Requirements

- The property must be in good, habitable condition
- Air conditioning must be installed and fully functional in all rooms
- All utilities (electricity, water, drainage) must be operational
- Premises should be clean, well-maintained, and ready for occupancy

10. Submission Checklist

#	Required documents	Tick if submitted
1	Certificate of Incorporation/Registration	
2	Cover letter – (A detailed cover letter stating the offered monthly rental rate)	
3	Floor Plan	
4	Recent photographs	
	Property Owners:	
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	
	Authorized agents or sub-lessors:	
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.

11. Bid Forms A-D

11.1. Form A - Bid application form

Description of Work:	Lease of Staff Accommodation in Male' or Hulhumale'
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 conditions of RFP, for the execution of above-named services, I/we the undersigned, offer to lease accommodation in conformity with the said conditions of contract, technical 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 confirmed Implementation Plan and to complete whole of the works in the Contract.

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

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

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

Yours sincerely,

Signed _____

In the capacity of _____

Duly authorized to sign bids for and on behalf of _____

_____ (Company Name & Stamp)

Date: _____

Name & Address of Signatory

Name: _____

Address: _____

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: Lease of Staff Accommodation in Male' or Hulhumale'.
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).

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:	

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: _____