

Island Aviation Services Limited

Request for Proposal (RFP)

RFP No.: L3-BID NO 036-2026

Date Issued: 19 August 2026

Introduction

Island Aviation Services Limited (IASL) invites proposals from eligible and qualified service providers for the provision of Airport Pick-up and Drop-off Transportation Services at M. Muli Airport, in accordance with IASL Procurement Policy.

Description	Details
RFP Title	Airport Pick-up and Drop-off service at M. Muli Airport
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
EOI Registration date	Latest by 24 th August 2026, 23:59hrs. Via email to azka4513@iasl.aero
Contact for Clarifications	Primary: azka4513@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shae@iasl.aero
Information Session	26 th August 2026, 13:00hrs Online via Microsoft Teams
Goods / Service Required	Provision of airport pick-up and drop-off transportation services for IASL's corporate resort clients, Cinnamon Hakuraa Huraa, Medhufushi and Madifushi, to facilitate guest and staff transfers between M. Muli Airport and designated transfer points/ harbors.
Vehicle Requirement	Air-conditioned 4-seater vehicle in good operational condition, compliant with local transport regulations, with adequate capacity to accommodate passengers and their luggage, and the ability to provide additional vehicles where required for excess luggage.
Scope of Services	• Timely pickup and drop-off aligned with flight schedules • Transportation of guests and staff with accompanying luggage • Provision of dedicated luggage transfer services, including pick-up, handling, and delivery between airport and designated transfer points

	• Arrangement of separate luggage transfer trips where required, particularly in cases where luggage volume exceeds passenger vehicle capacity • Provider must ensure that passenger transfers are not delayed due to separate luggage transport arrangements • Ensuring safe handling, protection, and timely delivery of all luggage • Driver to be suitably licensed, uniformed, and professional.
Estimated Number of Trips	To be provided on an as-required basis. Estimated trip volume will be communicated; bidders are requested to quote per trip / per transfer rate. Bidders must submit: • Rate per trip • Rate per extra luggage item (if applicable)
Service Period	One (1) year from contract award date (renewable based on performance and mutual agreement).
Service Location	M. Muli Airport, Meemu Atoll
Proposal Submission	Via email to proc.proposals@iasl.aero only , on or before 2 September 2026, 14:00hrs.
Evaluation Criteria	Evaluation criteria is based on Price and Vehicle Condition & Compliance. Price (70% of the Total Score) The highest score shall be awarded to the Proposal with the lowest Proposal price. For the remaining Proposals, points will be given using the formula below. $\text{Price} = \frac{\text{Lowest Proposed Price from among the Proposals received.}}{\text{Participant's proposed Price}} \times 70\%$ Vehicle Condition & Compliance (30% of the Total Score) • Points will be awarded based on the condition, safety, and suitability of the proposed vehicle(s). Assessment will be carried out through document review and physical inspection by the Technical Committee. • Evaluation factors include: - Overall Vehicle condition (interior and exterior cleanliness and maintenance) - Air-conditioning functionality - Passenger comfort and luggage capacity - Availability of a backup vehicle in the event of breakdown • Subject to meeting the minimum service requirements, the highest score under this criterion will be awarded to the bidder whose vehicle(s) demonstrate the best overall condition and compliance



	• Remaining bidders will be awarded scores on a pro rata basis in descending order according to their evaluated score under this criterion • The formula thus used for the computation of the score is as follows: $\text{Score} = \frac{\text{Bidders evaluated score}}{\text{Highest evaluated score}} \times 30\%$
Currency for RFP	Maldivian Rufiyaa (MVR) inclusive of all applicable taxes
Mandatory Documents	Quotation • The Total Cost and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes. • Quotation must remain valid for a period of 30 days after the date of Proposal Submission. Certificate of Incorporation/Registration • Company Name • Registration Number • Date of Incorporation • Type of Entity (e.g., Private Limited, Public Limited, Partnership) Vehicle & Driver Details • Registration copies of proposed vehicle(s) • Valid insurance of vehicle • Driver license copies Completed Bid Forms A-C Bid Forms, signed by with duly authorized personnel
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 Invoice Submission: Monthly invoice submission based on the actual number of trips completed. Payment Timeline: Within 30 working days of valid invoice Bank Details: To be provided by successful bidder



1.1. Form A - Related Party Disclosure

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

[Date]

Dear Sir/ Madam,

Project: Airport Pick-up and Drop-off service at M. Muli Airport

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).

1.2. Form B: 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:	

1.3. Form C: 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.
6. We hereby confirm our proposal fully complies with the requirement stated in this Request for Proposal (RFP).

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Phone Number: _____