



Appointment of General Cargo Sales Agent (GSA) In Dhaka - Bangladesh

Request for Proposal

26th October 2026

Reference no.:	GSA04-2026
EOI Registration date	29 th October 2026 2026, 23:59 (GMT+5) Via email to: procurement.admin@iasl.aero Copied to: mohamed.ziyau@iasl.aero , mohamed.shace@iasl.aero & saamih4448@iasl.aero
Information session details	31 st October 2026 at 14:00 Hrs (GMT +5) Online via Teams
Proposal Submission Date	7 th November 2026 , 23:59 (GMT +5) 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 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.

Island Aviation Services Limited 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).

The company initially provided domestic air transfer services to the regional airports within Maldives, along with being the handling agent for passenger, baggage and cargo as well as operating the CIP lounge at Velana International Airport (VIA). Since then, the airline operations of the company have grown to include International and Seaplane air transfer services while the airport ground handling services has been since reassigned to the Airport Operator at VIA. In addition to providing air transfer services domestically and internationally with a broad fleet consisting of Jet, Regional and Seaplane aircrafts, Island Aviation Services, under the brand name Maldivian, provides a diversified range of services related to the aviation industry. The company currently provides Airport Lounge Services, Airport Management Services, Engineering Services, Cargo Services as well as Travel Agency Services in addition to the core service of Airline.

The company now wishes to appoint a General Sales Agent for Cargo Sales in Dhaka, Bangladesh and invite all interested parties to submit proposals for the appointment of Cargo General Sales Agent in Dhaka, Bangladesh.

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2. Information to Bidders (ITB)

2.1. BID Data

Description	Details
RFP Title	Appointment of General Cargo Sales Agent (GSA) in Dhaka, Bangladesh
Reference no	GSA04-2026
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
EOI Registration Deadline	29 th October 2026, 23:59 hrs Via email: Primary: procurement.admin@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shae@iasl.aero & saamih4448@iasl.aero
Contact for Clarifications	Primary: procurement.admin@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shae@iasl.aero & saamih4448@iasl.aero
Information Session	31 st October 2026 at 14:00 Hrs (GMT +5) Online Via Teams <i>Attendance for this session is mandatory</i>
Proposal Submission	7 th November 2026, 23:59 (GMT+5) Email to proc.proposals@iasl.aero only
Proposal Validity Period	Minimum of 60 calendar days from submission deadline
Evaluation Criteria	- Technical: 60% - Financial: 40%
Currency for Financial Proposal	United States Dollars (USD) inclusive of all applicable taxes
Mandatory Documents	- Certificate of Incorporation/Registration - Audited Financial Reports from the past 3 years - Company Profile - CV of person assigned for this bid - Tax registration (GST/WT ETC) - Copy of IATA Certification - DGR (Dangerous Goods Regulations) handling certificate - Price Schedule (Form B) - Experience Letters - Active Airline Cargo Representation Portfolios - Airline References & Performance Record related to Cargo - Completed Bid Forms A–G
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: United States Dollars (USD) Tax Inclusion: Prices inclusive of all applicable taxes
Clarification deadline	05 November 2026, 14:00Hrs Primary: procurement.admin@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shae@iasl.aero & saamih4448@iasl.aero

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2.2. Schedule of Events

Event	Time	Date
IASL issues RFP	-	25 th October 2026
EOI (Expression of Interest) Deadline	23:59	29th October2026
Information Session	14:00	31 st October 2026
Deadline for submission of Proposals	23:59	7 th November 2026
Estimated Proposal evaluation completion time and IASL notify the winning bidder.	-	15 th November 2026

3. Goods/ Services required

Island Aviation Services Ltd. (IASL) invites sealed proposals valid for 60 days from the date of opening, from eligible participants interested in appointing a Cargo General Sales Agent (GSA) for Maldivian in Dhaka, Bangladesh, providing services stated hereunder and establish Maldivian's presence in the territory assigned. All Parties are advised to study the RFP carefully

4. Eligible Bidders

- 4.1 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)
- 4.2 The bidder shall be a registered business entity, or government owned entity, sole-proprietor or freelancer or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- 4.3 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").
- 4.4 International Bidders must provide Tax Clearance certificates along with proposals.
- 4.5 The bidder shall be eligible under the laws and regulations of the Republic of Maldives and as such shall be operating under commercial law.
- 4.6 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.
- 4.7 The bidder shall have the expertise and resources to carry out the work required.
- 4.8 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 Bid 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 scores highest points will be awarded the contract.

c) Language of Proposal

The proposal documents must be in written in English.

d) Clarifications about RFP/RFB

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).

Email: procurement.admin@iasl.aero

Copied to: mohamed.ziyau@iasl.aero , mohamed.shae@iasl.aero & saamih4448@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/RFB, Bidders shall not contact any officers, employees, or team members of Client with respect to this RFP/RFB. 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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6. General Terms and Conditions

- a) Island Aviation Services Ltd reserves the right to reject a bid in the following circumstances:
 - i. If less than two total bids have been received, IASL reserves the right to continue or reject the evaluation or request for a resubmission.
 - ii. IASL shall evaluate the responsiveness of the bidder based on *Clause 7. Bid Proposal*.
 - iii. If any of the mandatory documents set out in *Clause 7. Bid Proposal* are not submitted, IASL has the right to reject the bid or request for a resubmission.
- 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.

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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.

7.2. Mandatory Documents

No.	Item	Description	Requirement Level
1.	Certificate of Incorporation/Registration	Certified copy of the company / SP (Sole Proprietor) incorporation or registration document.	Mandatory
2.	Certification & Regulatory Compliance	• IATA Certification • License for handling DGR (Dangerous Goods Regulation)	Mandatory
3.	Company Profile	Profile of the Company / SP (Sole Proprietor)	Mandatory
4.	Tax registration	(GST/WT ETC. if tax applicable)	Mandatory
5.	Relevant Experience	• Supporting documents demonstrating experience in providing Cargo sales services. (E.g. Award letter, Reference letters, etc) • Active Airline Cargo Representation Portfolios in DAC market • Airline References & Performance Record related to Cargo in DAC Market • If past experiences are not accompanied by an official letter from the client, the bidder will not be given further marks for these categories. • If the number of years of the service is not included in the reference letter for the proposal, the reference letter may be supplemented by supporting documents such as the Letter of Award/Notification of Award or the Contract.	Mandatory
6.	Financial Capacity	• Audited financial reports from the past 3 years	Mandatory
7.	Price Schedule	Detailed pricing schedule as provided under the Bid Forms.	Mandatory
8.	Bid Forms (From A-G)	Bid Forms, signed by 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. Technical Scoring (60%)

For the technically compliant RFPs, a technical score will be given for the quality of materials provided. The total score for the Technical Evaluation for each bidder shall be the sum of the category

#	Description	Points
1	Active Cargo GSA Experience (number of years, Appointment letters Current GSA agreements, Airline reference letters)	10
2	Active Airline Cargo Representation Portfolios in DAC (Maximum number of representation gets 10, then number of representation of the proposal being evaluated / maximum number of representation X 10)	10
3	Airline References & Performance Record related to Cargo in DAC Market	06
4	Turnover per annum pertaining to aviation	08
5	Sufficient qualified staff	02
6	No legal dispute in the past with Maldivian	02
	Had a legal dispute in the past	00
7	Ability to submit financial guarantees/security deposit	
	Able to submit	02
	Unable to submit	00
8	Ability to provide cargo handling facilities, and office facilities	
	Ability to provide	02
	Unable to Provide	00
9	Ability to provide customs clearance for Q2 AOG shipments	
	Able to Provide	02
	Unable to Provide	00
10	Availability of DGR Acceptance Staff	
	Yes	02
	No	00
11	Ability to provide proof of adherence to local and international cargo regulations.	
	Yes	02
	No	00

12	Ability to provide proof of Relevant certifications such as IATA certification, ISO standards, etc.	
	Yes	02
	No	00
13	Knowledge of Q2 Network & Market	
	Yes	04
	No	00
14	Market Development Plan: detailed reports and analytics on cargo movements, sales performance, and competitor / market trends.	
	Yes	06
	No	00

8.2. Financial Scoring (40%)

Following are the categories that will be taken into consideration when evaluating the proposals.

For in depth financial evaluation, Agents must provide following information:

Financial statements including the Audited Annual Balance Sheet and Profit & Loss Statement for the last 03 years will be required.

Documents must be audited accounts by a Chartered Accountancy or equivalent eligible firm and should be in English.

While evaluating financial position of the applicants, points will be awarded under following financial heads.

Shareholder's Equity: Equity size of all the applicants will be compared.

Liquidity Position: Current ratio (Proportion of Current Assets to Current Liabilities) of all applicants will be compared.

Asset Management: Assets Turnover ratio (Total Sales/Total Assets) of all applicants will be compared.

Profitability Margin: Net Profit Margin (Net Profit/Total Sales, in percentage) of all applicants will be compared.

Points will be awarded to the applicants based on the following formula:

Shareholder's Equity in US\$		
Greater than	Less than or Equal to	Points
00 million	04 million	1.00
04 million	08 million	2.00
08 million	10 million	3.00
10 million	12 million	4.00
12 million	+	5.00

Current Ratios		
Greater than	Less than or Equal to	Points
0.01	0.49	0.80
0.50	0.99	1.60
1.00	1.49	2.40
1.50	1.99	3.20
2.00	+	5.00

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Asset Turnover		
Greater than	Less than or Equal to	Points
0.01	0.49	0.80
0.50	0.99	1.60
1.00	1.49	2.40
1.50	1.99	3.20
2.00	+	5.00

Net Profit Margin		
Greater than	Less than or Equal to	Points
01%	05%	0.80
05%	10%	1.60
10%	15%	2.40
15%	20%	3.20
20%	+	5.00

Proposed % Commission on Commission Rates		
Evaluation Criteria	Maximum Points	Scoring Method
Proposed Commission %	10.00	The bidder offering the lowest commission rate shall be awarded the maximum score of 10.00 points. Scores for all other bidders shall be calculated proportionately using the following formula: Score = (Lowest Commission % Proposed / Bidder's Commission % Proposed) × 10

Proposed % Mark Up on Non-Commission Rates		
Evaluation Criteria	Maximum Points	Scoring Method
Proposed markup %	10.00	The bidder offering the lowest markup % shall be awarded the maximum score of 10.00 points. Scores for all other bidders shall be calculated proportionately using the following formula: Score = (Lowest markup % Proposed / Bidder's markup % Proposed) × 10

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8.3. Combined Scoring (100%)

For each bidder, the score received for the Uniform Material Sample Evaluation 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 total + Financial Score total	Max 100

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9. EMPLOYER REQUIREMENTS

9.1. Background and Purpose

Island Aviation Services Ltd (IASL) is seeking a dedicated and experienced Cargo GSA, who will serve as the Cargo General Sales Agent (GSA) for Dhaka – Bangladesh. This initiative is a key part of IASL’s strategic plan to enhance its international operations and increase its market presence in one of the world’s most significant air freight markets.

The appointed GSA will be instrumental in promoting and selling IASL’s Cargo Services, managing customer relationships, and ensuring the highest standards of service delivery to customers. This role is critical to the success of IASL’s operations in Bangladesh, providing a direct link between the airline and its customers.

In seeking to attain the Terms of Reference stated, the GSA shall carry out the work as specified under the Scope of Work and any additional tasks deemed necessary to meet the objectives. The GSA will ensure that their expertise and knowledge of the process and methodology are effectively transferred to suitable representatives of IASL, fostering a collaborative and efficient working relationship.

9.2. Objectives

The main objectives of this engagement are to:

1. Act as the Cargo General Sales Agent of Maldivian as per this document
2. Providing services stated hereunder and establish Maldivian’s presence in the territory assigned.
3. Significantly enhance IASL’s market presence in territory assigned by increasing awareness and cargo demand for Maldivian Flights.
4. To drive cargo sales through effective marketing and promotional strategies, ensuring sustained growth in cargo sales and market share.
5. Effectively promote the Maldivian brand and its services within the territory assigned, enhancing the airline’s reputation and appeal.
6. To ensure all operations and sales activities comply with local regulations and industry standards in territory assigned.

9.3. Scope of the Work:

9.3.1 Representation and Cargo Sales

- a. Must have minimum 3 years’ experience as a Cargo Sales Agent
- b. The selected Applicant will be appointed as the Cargo General Sales Agent (GSA) in the assigned territory.
- c. The GSA is expected to represent Maldivian across the territory in connection with the sale of

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Maldivian products and services.

- d. The GSA shall establish a Station Office for the City, the service of Maldivian is to be operated to.
- e. The GSA shall solicit and promote the sale of cargo transportation on all the networks of Maldivian.
- f. The GSA is expected to make direct sales and coordinate with its agents for the sale of Maldivian products and services.
- g. Furnish an irrevocable Bank Guarantee in an amount equivalent to the financial exposure from a local bank in Maldives, or from a corresponding foreign bank of a bank in Maldives; or provide a Security Deposit in an amount equivalent to the financial exposure.
- h. Supervise Cargo Sales Agents in the territory
- i. Oversee cargo handling operations at DAC Airport and coordinate with the ground handling agent on all cargo-related activities.

9.3.2 Marketing and Promotion

- a. Undertake special publicity and promotional campaigns upon approval by Maldivian.
- b. Prominently display Maldivian's advertising, publicity, and marketing collateral in all marketing and sales locations within the territory.
- c. Conceptualize, plan, supervise, and execute all marketing and sales activities for Maldivian in the assigned territory.
- d. Compile creative marketing ideas for the promotion of the airline with trade and industry.
- e. Seek partnerships to maximize sales and market share.
- f. Distribute Maldivian products, promotional, and other publicity materials provided by Maldivian to the Travel Trade.
- g. Conduct educational sessions for the travel trade in the territory on Maldivian products.

9.3.3 Communication and Reporting

- a. Promptly convey all instructions, special notices, guidelines, and advice sent to the GSA by Maldivian to its staff and other sales outlets and agents in the territory.
- b. Compile monthly activity and performance reports as well as market insights and trends to inform Maldivian of results, challenges, and opportunities.

9.3.4 Documentation

Issue airway bill or electronic miscellaneous documents, as appropriate, in connection with all sales made on behalf of Maldivian.

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9.3.5 Office Facilities

- a. Provide, furnish, and maintain at the sole expense of the GSA, a suitable, independent office space (Station Office) in its principal office, to be used exclusively for Maldivian Cargo, with adequate and visible signage.
- b. The agency shall dedicate a minimum of 03 employees to providing the services of Maldivian, including an operational staff to oversee airport cargo operation.
- c. The office should have Maldivian logo displayed at the main entrance of the outlet and should have sufficient protection and security. The premises shall be maintained in a professional, secure, and presentable condition, meeting industry best practice standards and remaining acceptable to Maldivian at all times.

9.3.6 Sales and Marketing Management

- a. Execute strategies to promote Maldivian products and services that will assist the Management team in the Maldivian Cargo in achieving the established sales budgets.
- b. Identify agency programs and requirements to drive sales on the airline plate, increasing revenue.

9.3.7 Goodwill and Relations

Enhance the goodwill of Maldivian in the territory and strengthen relations with authorities and the public.

9.3.8 Engagement Period

- a. The Contract with the selected bidder shall be signed for a period of 02 (Two) Years.
- b. Upon review of the performance of the GSA, IASL reserves the exclusive right, at its sole discretion, to extend the agreement for an additional term. The decision to extend will be contingent upon the GSAs' adherence to the contractual obligations, achievement of performance benchmarks, and the overall effectiveness in contributing to IASL's operational and strategic objectives.

9.3.9 Airline's Direct Sales Rights

- a. IASL retains the right to sell and market its cargo capacity directly, or through other authorized channels (including block space agreements), in order to maximize overall cargo revenue. Such activities are outside the scope of the GSA's responsibility and do not constitute a breach of this GSA appointment.
- b. IASL, where practical, will keep the GSA informed of major direct sales initiatives or block space arrangements that may materially affect the GSA's sales performance targets to ensure alignment in overall market development strategy.

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9.4. Duration of the Services:

- The contract with the selected bidder shall be signed for a period of 2 (Two) years. And exception of extending to a one more year based on the performance of the GSA.
- The commencement of services (the “Effective Date”) shall begin upon signing of the contract, with the implementation and support services to be completed within a period of **01 month**.
- IASL reserves the right to extend the contract duration, if necessary, subject to mutual agreement with the Vendor.
- The Vendor is expected to deliver the services efficiently and without interruption, suspension, or delay from the Effective Date.
- IASL’s official working days are from **Sunday to Thursday**, and working hours are from **08:00 to 15:00** (Maldives Time, GMT+5). All coordination and support activities should align with this schedule unless otherwise agreed.

9.5. Pricing, currency, and payments to the Vendor:

9.5.1 Pricing Framework:

- Maldivian shall establish and communicate all applicable cargo rates, charges, and tariffs to the appointed Cargo GSA in writing from time to time.
- All cargo rates communicated by Maldivian shall be quoted in United States Dollars (USD). All payments due to Maldivian under this appointment, including cargo sales proceeds and any applicable charges, shall be remitted in USD unless otherwise agreed in writing by Maldivian.
- As part of the bid submission, bidders shall indicate either: a proposed Commission Rate (%); or a proposed Mark-up Percentage (%) to be applied to the rates provided by Maldivian.
- The proposed percentage shall be used solely for the purpose of evaluating bids under this RFP. Following the award, Maldivian shall determine, at its sole discretion, whether the appointment will be on a commission basis or a mark-up basis.
- The successful bidder shall: where a commission basis is adopted, accept the cargo rates communicated by Maldivian in writing and be remunerated at the commission rate proposed in its bid; or where a mark-up basis is adopted, apply and maintain the mark-up percentage proposed in its bid to the cargo rates communicated by Maldivian in writing.
- No changes to the proposed commission rate or mark-up percentage shall be permitted during the contract period unless approved in writing by Maldivian.
- The GSA shall bear any risks associated with currency exchange rate fluctuations. Pricing must account for such variations where applicable.
- Taxes must be clearly indicated or itemized separately in the pricing schedule.

9.5.2 Payments:

All payments due to Maldivian shall be made in United States Dollars (USD).

Maldivian shall issue invoices to the appointed Cargo GSA on a fortnightly basis for all amounts due under this appointment. The Cargo GSA shall settle all invoices within thirty (30) calendar days from the invoice date.

Failure to make payment within the stipulated period may result in the suspension of cargo sales activities, withdrawal of credit facilities, or any other action deemed necessary by Maldivian.

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10. Bid Forms A-G

From A - Bid application form

Description of Work:	Appointment of General Cargo Sales Agent (GSA) in Dhaka - Bangladesh
Bid to:	Island Aviation Services Ltd
Address:	Island Aviation Services Limited, M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives

Having reviewed the Request for Proposal (RFP) including the terms of reference, technical specifications, and submission requirements for Appointment of General Cargo Sales Agent (GSA) in Dhaka - Bangladesh, I/we, the undersigned, hereby submit our proposal in full compliance with the stated terms and conditions.

Our proposal includes the following deliverables:

We undertake, if our proposal is accepted, to commence work in accordance with the agreed timeline and to fulfill all contractual obligations as outlined in the RFP.

We agree that this proposal shall remain valid and binding for a period of 60 days from the date of submission and may be accepted at any time before the expiration of that period.

We acknowledge that Island Aviation Services Ltd is not bound to accept the lowest or any proposal received.

IASL reserves the right to negotiate and finalize the terms of appointment with the successful bidder. Acceptance of a proposal shall not constitute a binding contract until a formal agreement has been executed by both parties.

Name of Authorized Signatory	
Designation	
Company Name	
Signature	
Date	

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Form B – Financial Proposal

Details	Proposed Amount
Commission % on Rate for commission Rates	
Mark up % ny GSA for Non-commission Rates	

Name of Authorized Signatory (Person signing the proposal)	
Designation	
Company Name	
Signature	
Date	

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Form C - Related Party Disclosure

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

[Date]

Dear Sir/ Madam,

Project: Appointment of General Cargo Sales Agent (GSA) in Dhaka - Bangladesh

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 Services Ltd.

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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Form D: General Information (Business profile/Work profile)

Bidder Information

Company Name	
Registered Address	
Postal Address	
Telephone Number	
Email Address	
Website (if any)	

Legal Status of the Company

Legal Status	▪ Sole Proprietorship [] ▪ Partnership [] ▪ LLC [] ▪ Corporation [] ▪ Other:
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Registration Details

Business Registration Number	
Date of Registration	
Country of Registration	

Contact Person

Full Name	
Designation	
Phone Number	
Email Address	

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Name: _____

Designation: _____

Date: _____

Authorized Signature: _____

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Form E: Cargo GSA Experience and References

The Bidder shall provide details of current and recent Cargo GSA appointments, airline cargo representation portfolios, and references demonstrating experience and performance in the DAC market. Additional sheets may be attached if required.

Airline Represented	Market / Station	Period of Representation (From-To)	Number of Years	Nature of Appointment (Cargo GSA / Cargo Representative)	Supporting Evidence (Appointment Letter / Current GSA Agreement / Reference Letter)	Contact Details of Airline Reference

Active Airline Cargo Representation Portfolio in DAC

Airline	Cargo Representation Status (Active/Previous)	Appointed since (from-to)	Average Cargo Volume Handled (if available)

Airline References and Performance Record

Airline	Reference Contact Person	Designation	Email / Telephone	Summary of Services Provided

Supporting Documents Required:

- Copies of current or previous Cargo GSA Appointment Letters and/or Cargo GSA Agreements.
- Airline reference letters evidencing satisfactory performance.
- Details of active airline cargo representation portfolios in the DAC market.
- Any other documents demonstrating the bidder's experience, performance, and capability in providing cargo sales and representation services.

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Form F: Litigation/ Arbitration

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

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Form G: 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: _____

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11. Submission Checklist

Bidders are required to complete the following checklist in order to ensure that their bid covers all required documentation:

#	Document Required	Mandatory	Submitted (Yes/No)
1	Cover Letter signed by an authorized representative	Yes	
2	Completed Forms A to G	Yes	
3	Certificate of Incorporation / Business Registration Certificate	Yes	
4	Company Profile	Yes	
5	Tax Registration and Tax Clearance Certificates (where applicable)	Yes	
6	IATA Certification	Yes	
7	DGR Handling Certification / Authorization	Yes	
8	Audited Financial Statements for the last three (3) financial years	Yes	
9	Evidence of Active Cargo GSA Experience (Appointment Letters, Current GSA Agreements, Airline Reference Letters)	Yes	
10	Details of Active Airline Cargo Representation Portfolio in DAC Market	Yes	
11	Airline References and Performance Record related to Cargo in the DAC Market	Yes	
12	Details of Dedicated Personnel and Resources to Support Maldivian Cargo Operations	Yes	
13	Evidence of Cargo Handling, Customs Clearance, and DGR Acceptance Capabilities	Yes	
14	Market Development and Sales Strategy for Maldivian Cargo Services in Bangladesh	Yes	
15	Any additional supporting documents relevant to the proposal	Optional	

For clarifications, contact via mail:

To: procurement.admin@iasl.aero

CC: mohamed.ziyau@iasl.aero , mohamed.shace@iasl.aero & saamih4448@iasl.aero