ISLAND
AVIATION SERVICES LIMITED

HUVANDHUMAA LOUNGE CATERING (RE-BID)

Request for Proposal

09 November 2026

Tender no.:	L4-BID NO 057-2026
EOI Registration date	16 November 2026, 23:59 Hrs (GMT+5) Via email: procurement.admin@iasl.aero
Information session details	17 November 2026, 14:00 Hrs (GMT+5) Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Proposal Submission Date	24 November 2026, 14:00 Hrs (GMT+5) Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives

Island Aviation Services Ltd. is seeking bids/proposals for the requirement specified in this document. Interested bidders are invited to submit their proposals 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

2. Information to Bidders (ITB)

2.1. BID Data

Description	Details
RFP Title	Huvandhumaa Lounge Catering (Re-bid)
Bid Number	L4-BID NO 057-2026
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
EOI Registration Deadline	Date: 16 November 2026 Time: 23:59 Hrs (GMT+5) Via email: procurement.admin@iasl.aero
Contact for Clarifications	Primary: procurement.admin@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shaee@iasl.aero and azka4513@iasl.aero
Information Session	Date: 17 November 2026 Time: 14:00 Hrs Location: Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives *Attendance for this session is mandatory*
Proposal Submission	Date: 24 November 2026 Time: 14:00 Hrs (GMT+5) Location: Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Proposal Validity Period	Minimum of 90 calendar days from submission deadline
Evaluation Criteria	- Weighted menu price offered (50%) - Menu Quality (30%) - Food Safety (10%) - Relevant Past Experience (10%)
Currency for Financial Proposal	Maldivian Rufiyaa (MVR) inclusive of all applicable taxes
Mandatory Documents	- Certificate of Incorporation/Registration - Valid food serving FDA approved certificate - Company Profile - GST registration certificate and Tax clearance certificate - Operation commencement timeline - Relevant experience - Audited financial statements for the years 2024 and 2025 (Optional) -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: Maldivian Rufiyaa (MVR) Tax Inclusion: Prices inclusive of all applicable taxes Invoice Submission: With deliverable acceptance confirmation Payment Timeline: Within 30 working days of valid invoice Bank Details: To be provided by successful bidder
Clarification deadline	23 November 2026

2.2. Schedule of Events

Event	Time	Date
IASL issues RFP	-	09 November 2026
EOI (Expression of Interest) Deadline	23:59	16 November 2026
Information Session	14:00	17 November 2026
Deadline for submission of Proposals	14:00	24 November 2026
Estimated Proposal evaluation completion time and IASL notify the winning bidder	-	01 December 2026

3. Goods/ Services required

Island Aviation Services Ltd. (IASL) invites sealed proposals valid for 90 days from the date of opening, from eligible participants to provide catering services for Huvandhumaa Lounge at the Maldivian Seaplane Terminal.

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 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.

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

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.shaee@iasl.aero* and *azka4513@iasl.aero*

e) Proposal Validity

All Proposals shall be valid for a minimum period of **90 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) Information session

Date of Information Session	17 November 2026, 14:00Hrs (GMT+5)
Venue for Information Session	Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives *Attendance is mandatory and failure to participate will disqualify the bidder from participating in the RFP process*

i) Bid Submission

Date and Time	24 November 2026, 14:00Hrs (GMT+5) *No party will be allowed after the mentioned time.*
Venue for proposal submission	Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives

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/RFB 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/RFB 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 mandatory requirements will not be considered for further evaluation.

7.1. General Compliance

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

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

7.2. Mandatory Documents

No.	Item	Description	Requirement Level
1	Certificate of Incorporation/Registration	Certified copy of the company / SP (Sole Proprietor) incorporation or registration document. • Valid food serving approved certificate issued by FDA	Mandatory
2	Company Profile	Profile of the Firm including the firm's shareholding structure and details;	Mandatory
3	Tax registration	GST registration certificate and Tax clearance certificate	Mandatory
4	Relevant Experience	• The Bidder shall provide documentary evidence demonstrating experience in the operation and management of cafés, restaurants, catering services, or similar food and beverage establishments. Acceptable supporting documents may include, but are not limited to: o Business registration or business activity certificate indicating relevant food and beverage operations; o Food establishment registration, operating permits, or licenses issued by the relevant authority; o Building occupancy, location clearance, or similar regulatory approvals; o Restaurant, café, catering, or commercial lease agreements; and/or o Other official documentation that clearly demonstrates the Bidder's role in operating and managing a food and beverage establishment. • Only experience supported by the above documentation, or equivalent acceptable evidence, shall be considered for evaluation under this criterion.	Mandatory
5	Financial capacity	The Bidder shall demonstrate sufficient financial capacity to successfully undertake and sustain the operation of the proposed restaurant concession. The Bidder shall submit the following: • **Audited Financial Statements for the financial years 2024 and 2025, including:**	**Optional**

		○ Independent Auditor's Report and Opinion; ○ Statement of Financial Position (Balance Sheet); ○ Statement of Profit or Loss (Income Statement); and ○ Statement of Cash Flows. • **Alternative Evidence for Non-Audited Entities** ○ Bidders that are not legally required to have their financial statements audited in accordance with applicable MIRA regulations shall submit: ○ Tax Filing Receipts issued by MIRA for the financial years 2024 and 2025.	
6	Operation Commencement Timeline	Bidder must clearly state in their proposal, once the contract is signed, within how many days operation can be commenced.	Mandatory
7	Bid Forms (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.

Item #	Proposal components evaluated	Marks allocated
1	Weighted Menu price offered	50%
2	Menu Quality • Menu quality shall be evaluated based on a food sample session. A sample food menu will be provided to bidders in advance for the preparation and submission of the required food samples • The food samples will be assessed based on taste and flavor, quality and freshness, presentation, portion size, and overall acceptability.	30%
3	Food Safety • Food safety shall be evaluated through a physical inspection of the bidder's kitchen/food preparation facility. • The inspection will assess the bidder's hygiene standards, cleanliness, food storage and handling practices, and the overall condition of the food preparation facility.	10%
4	Relevant Past Experience	10%
	Total Score	**100%**

Bids 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.

NOTE:

1. FDA grading must not be less than B grade and should hold a valid food serving approved certificate issued by FDA.

8.1 Weighted Menu price offered (50% of score)

The highest score shall be awarded to the bid with the most competitive menu rates. For the remaining bids, points will be awarded using the formula below.

$$Weighted\ Menu\ price\ offered\ Score = \frac{Lowest\ evaluated\ menu\ price}{Bidder's\ evaluated\ menu\ price} \times 50$$

8.2 Relevant Experience (10% of score)

- In operation for at least 5 years and currently running.
- Evidence of the operation and management of a café, restaurant or catering company.
- Experience (Businesses) simply stated in tabular or other format, i.e. not backed by supporting documents such as business activity registration, food establishment registration and building/location clearance certificate will not be considered as valid submissions under this category
- Experience percentage = (proposed bidders no. of operating businesses / Highest no. operating business received x 10)
- The formula thus used for the computation of the score is as follow:

$$Experience\ Score = \frac{Particular\ Bidder's\ total\ number\ of\ operated\ or\ operating\ businesses}{Highest\ total\ \ number\ of\ operated\ or\ operating\ businesses\ received} \times 10$$

8.3 Combined Scoring (100%)

For each bidder, the score received 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	(Menu price + Menu quality + Food Safety + Relevant Experience)	Max 100

9. EMPLOYER REQUIREMENTS

9.1. Background and Purpose

This document outlines the operational and commercial requirements for the appointment of a contractor to provide catering services for Huvandhumaa Lounge at the Maldivian Seaplane Terminal. The objective is to provide lounge guests with quality, freshly prepared food

9.2. Scope of the Work:

The successful bidder shall prepare, package and deliver Halal food items to Huvandhumaa Lounge, in accordance with the food safety requirements of the Maldives Food and Drug Authority (MFDA), as per the approved Menu and IASL's Order Forms.

9.2.1 Opening Hours and Guest Numbers

a) Monthly estimated passenger figure is 9,000–12,000.
b) Deliveries shall be made twice a day, at the times specified in each Order Form.

9.2.2 Menu Categories

a) The Menu shall contain only Halal foods.
b) Bidders shall provide a unit price for each of the food items listed in the price schedule (Form B) and shall indicate which items are suitable for vegetarian, vegan or gluten free guests.

9.2.3 Order Requirements

a) Orders shall be placed by IASL through an Order Form, which may be raised by email or in any other form mutually decided.
b) IASL may raise a Last-Minute Order due to a sudden or unexpected flight delay or any other reason, and the successful bidder shall accommodate such orders.
c) Ordered items shall be prepared, packed and delivered to the lounge in a timely manner, ready at the time requested on the Order Form.
d) All items shall be delivered to the Eastern Side Seaplane Check Post, Velana International Airport.

9.2.4 Additional Requirements

a) All food items shall be packaged securely, labelled with the contents and delivery date, and shall list the main allergens.
b) Items suitable for vegetarian, vegan or gluten free guests shall be clearly labelled.
c) No charge shall be made for any food item against which a hygiene complaint is raised and proven.

9.2.5. Bidder Requirements

a) The bidder must hold a valid Food Establishment Registration Certificate issued by the Maldives Food and Drug Authority (MFDA) and shall employ an Executive Chef throughout the term of the Agreement.
b) IASL reserves the right to inspect the successful bidder's kitchen and food preparation facilities prior to commencement and during the term of the Agreement.
c) Audited financials for the year 2024 and 2025 to be submitted, to assess strength and reliability.
d) Evidence of operating a catering, bakery or similar food service, are required to attain marks for the Relevant Experience category.

9.3. Duration of the Services:

a) The commencement of services (the "Effective Date") shall begin upon signing of the contract,
b) The catering service will initially be for a duration of 1 year. The contract will then be reviewed and extended up to 1 additional year, based on the performance of the contractor
c) The Vendor is expected to deliver the services efficiently and without interruption, suspension, or delay from the Effective Date.
d) 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.

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

1.1. Pricing:

a) Any associated fees, taxes, or third-party charges.
b) All proposed prices must be expressed as numerical values with clear monetary amounts.
c) Pricing shall be firm, final, and clearly stated without ambiguity. No price variation will be accepted after contract signed.
d) Pricing must be inclusive of all out-of-pocket expenses, including travel, accommodation, and any other relevant costs required for the delivery of services.
e) The Vendor shall bear any risks associated with currency exchange rate fluctuations. Pricing must account for such variations where applicable.
f) Taxes must be clearly indicated or itemized separately in the pricing schedule.

1.2. Payments:

a) Payments shall be made in Maldivian Rufiyaa (MVR) via cheque or electronic funds transfer.
b) Payments will be made within 30 calendar days of IASL receiving a valid invoice.
c) The Vendor must coordinate each invoice submission with IASL and obtain confirmation prior to submission. Invoices should be submitted at least 30 days in advance of the due date to ensure timely processing.
d) IASL processes a high volume of payments daily. While the stated 30-day period is the maximum processing time, IASL will endeavor to make payments as early as possible.
e) In case of any discrepancies or errors in the invoice, IASL will notify the Vendor, and both parties will work together to resolve the issue promptly.
f) Each party shall bear its own taxes, fees, and charges as required by applicable law. Any fines or penalties arising from the Vendor's negligence or non-compliance shall be borne solely by the Vendor.

10. Bid Forms A-G

From A - Bid application form

Description of Work:	Huvandhumaa Lounge Catering (Re-Bid)
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 Huvandhumaa Lounge Catering, I/we, the undersigned, hereby submit our proposal in full compliance with the stated terms and conditions.

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 90 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. Unless and until a formal agreement is reached, this proposal, together with written acceptance, shall constitute a binding contract between us.

Name of Authorized Signatory	
Designation	
Company Name	
Signature	
Date	

Form B - Price Schedule

Price List			
Category	**Menu Item**	**UOM**	**Unit Price (MVR)**
Savory Food Items	Mini Chicken & Cheese Croquettes	Piece (20g)	
	Crispy Chicken Nuggets	Piece (20g)	
	Mini Chicken Sliders	Piece (60g)	
	Chicken Spring Rolls	Piece (30g)	
	Mini Sausage Rolls	Piece (30g)	
	Vegetable Spring Rolls	Piece (25g)	
	Vegetable Samosas	Piece (30g)	
	Mini Vegetable Puffs	Piece (25g)	
	Mini Cheese & Corn Quiche	Piece (30g)	
	Potato Croquettes	Piece (25g)	
	Mini Cheese Quesadillas	Piece (35g)	
	Mini Potato & Cheese Bites	Piece (25g)	
	Chicken Shawarma Wraps	Piece (80g)	
	Vegetable Wrap	Piece (70g)	
	GF Mini Chicken Skewers	Piece (35g)	
	Mini Chicken Quesadillas	Piece (35g)	
	Mini Caprese Skewers	Piece (20g)	
	Mini Vegetable Pizza Bites	Piece (25g)	
	Mini Tuna Pizza Bites	Piece (25g)	
	Mini Chicken & Mushroom Pizza Bites	Piece (25g)	
	Mas Roshi	Piece (35g)	
	Tuna Cutlets	Piece (30g)	
	Kulhi Boakiba	Piece (40g)	
	Chicken Rolls	Piece (40g)	
	Tuna Rolls	Piece (40g)	
	Chicken & Cheese Sandwich	Piece (80g)	
	Smoked Turkey & Cheese Sandwich	Piece (80g)	
	Mini Chicken Club Sandwich	Piece (70g)	
	Mini Spicy Tuna Sandwich	Piece (70g)	
	Avocado & Tomato Sandwich	Piece (70g)	
	Ham & Cheese Crepes	Piece (60g)	
	Mini Chicken Pot Pie	Piece (50g)	
	Mini Beef Pot Pie	Piece (50g)	
Hot Food (Breakfast)	Boiled Eggs	Piece	
	Chicken Sausage	Piece (30g)	

	Waffles/Pancakes or French Toast	Portion (120g)	
	Baked Beans	Portion (100g)	
Hot Food (Lunch)	Steamed Basmati Rice	Portion (150g)	
	Chicken Fried Rice	Portion (200g)	
	Vegetable Fried Rice	Portion (200g)	
	Stir-Fried Vegetable Noodles	Portion (200g)	
	Chicken Fried Noodles	Portion (200g)	
	Penne with Tomato & Basil Sauce	Portion (200g)	
	Chicken Alfredo Pasta	Portion (200g)	
	Beef Bolognese Spaghetti	Portion (200g)	
	Chicken Arrabbiata	Portion (200g)	
	Creamy Mushroom Pasta	Portion (200g)	
	Chicken Tikka	Portion (150g)	
	Roasted Garlic Chicken	Portion (150g)	
	Grilled Fish with Lemon & Herbs	Portion (150g)	
	Beef Stroganoff	Portion (180g)	
	Garlic Butter Vegetables	Portion (100g)	
	Potato & Green Bean Curry	Portion (100g)	
	Green Beans Sautéed in Olive Oil	Portion (100g)	
Sandwich Station	White Bread (egg-less)	Slice	
	Brown Bread (egg-less)	Slice	
	Sour Dough Bread (Loaf)	200g	
	Sweet Bun	Piece (50g)	
	Smoked Chicken Cuts	100g	
	Smoked Turkey Cuts	100g	
	Smoked Beef Cuts	100g	
	Cheddar Cheese	100g	
	Swiss Cheese	100g	
	Gouda Cheese	100g	
Sweet Food Items	Coconut Macaroons	Piece (20g)	
	Chocolate Macaroons	Piece (20g)	
	Blueberry Macaroons	Piece (20g)	
	Pistachio Macaroons	Piece (20g)	
	Mini Vanilla Cupcakes	Piece (30g)	
	Mini Chocolate Cupcakes	Piece (30g)	
	Mini Cinnamon Rolls	Piece (35g)	
	Mini Chocolate Donuts	Piece (30g)	
	Chocolate Brownie Bites	Piece (25g)	
	Vanilla Muffin (egg-free)	Piece (50g)	
	Coconut Muffin (egg-free)	Piece (50g)	

	Apple Crumble Muffin (egg-free)	Piece (50g)	
	Mini Blueberry Cheesecake	Piece (35g)	
	Mini Strawberry Cheesecake	Piece (35g)	
	Mini Oreo Cheesecake	Piece (35g)	
	Cream Cheese Danish	Piece (40g)	
	Fruit Danish	Piece (40g)	
	Vanilla Custard Danish	Piece (40g)	
	Mini Lemon Tart	Piece (25g)	
	Mini Fruit Tart	Piece (25g)	
	Mini Chocolate Tart	Piece (25g)	
	Chia Pudding Cups	Cup (80g)	
	Fresh Fruit Cups	Cup (80g)	
	Mango Mousse	Piece (60g)	
	Passionfruit Mousse	Piece (60g)	
	Chocolate Mousse	Piece (60g)	
	Mini Apple Pie	Piece (40g)	
	Mini Blueberry Pie	Piece (40g)	
	Chocolate Filled Croissant	Piece (50g)	
	Plain Croissant	Piece (45g)	
	Dhandi Aluvi Boakiba	Piece (35g)	
	Mini Pirini Cups	Cup (50g)	

Note: All rates shall be quoted in MVR and shall be the applicable Net amount payable at the time of settlement.

a) Menu items shall remain available, and their prices shall be fixed for the duration of the Agreement.

b) The successful bidder may propose additional items beyond the required list in its Menu Proposal.

c) Bidders shall price the items they are able to provide. IASL anticipates ordering approximately 5 to 15 items from the list per day or per Order Form, based on demand

Payment Terms:

a) All payments under this contract shall be made in Maldivian Rufiyaa (MVR) and must be inclusive of all applicable taxes, including GST.
b) Invoices must be submitted accompanied by formal acceptance confirmation from IASL. IASL will process payments within thirty (30) working days of receiving a valid invoice and acceptance confirmation. The successful bidder is required to provide bank details upon award of the contract. IASL reserves the right to withhold the final payment until all deliverables have been verified and accepted in full.

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

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: Huvandhumaa Lounge Catering

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).

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:

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: _____

Form E: Experience Records

List of all businesses currently running from the last 5 years.

Name of the similar businesses	Type (Café / Restaurant / Catering)	Operation Start Date	Currently Operating (YES/NO)

Form F: 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:	

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: _____

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)
☐ Valid food serving FDA approved certificate
☐ Tax registration certificate and Tax clearance certificate
☐ Company Profile
☐ Operational commencement timeline
☐ Completed Bid Forms A–G
☐ Relevant experience

Optional

☐ Audited financial statements for the years 2025 and 2024. (Optional)

Submission Details

☐ EOI Registration Deadline: 16 November 2026, 23:59Hrs (GMT+5)
☐ Proposal Submission Deadline: 24 November 2026, 14:00Hrs
☐ Venue: Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
☐ Late submissions will be disqualified

Additional Notes

☐ Ensure one bid per proponent
☐ Prices in Maldivian Rufiyaa (MVR), inclusive of all taxes
☐ 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:
To: procurement.admin@iasl.aero

CC: mohamed.ziyau@iasl.aero , mohamed.shaee@iasl.aero and azka4513@iasl.aero