Design and Consultancy for IASL Staff Housing Project

Request for Proposals

11th November 2026

Tender no.:	L4-BID NO 45-2026
EOI Registration Date	Latest by 17th November 2026, 23:59hrs
Information session details	19th November 2026, 14:00hrs Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Bid submission date and address	2nd December 2026, 14:00hrs Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives

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

IASL is seeking eligible proponents for the requirement as outlined in the Term of Reference (TOR)

Island Aviation Services invites sealed proposals valid for **90** days from the date of opening the proposals from Maldivian companies, for procuring requirement as detailed in this document. All proponents are advised to study the RFP carefully.

2. Information for Bidders

2.1. BID Data

Description	Details
RFP Title	Design and Consultancy for IASL Staff Housing Project
Bid Number	L4-BID NO 45-2026
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
EOI Registration Deadline	Date: 17th November 2026, Time: 23:59 hrs (GMT+5) To: 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: 19th November 2026 Time: 14:00 Hrs Venue: Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives *Attendance for this session is mandatory*
Proposal Submission	Date: 02nd December 2026 Time: 14:00 hrs (GMT+5) Venue: Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Proposal Validity Period	Minimum of 90 working days from submission deadline
Evaluation Criteria	- Price offered 30% - Monthly supervision fee 30% - Technical capacity 20% - Experience 20%
Currency for Financial Proposal	Maldivian Rufiyaa (MVR) inclusive of all applicable taxes
Mandatory Documents	- Cover letter - Company profile - Project cost and payment terms - Team composition and qualification details - Relevant experience of company - Bid forms (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 Payment Timeline: Within 30 working days of valid invoice Bank Details: To be provided by successful bidder

2.1. Goods/ services required

Island Aviation Service Ltd. is seeking interested parties to submit their Proposal for the Consultancy Services for Design and Consultancy of IASL Staff Housing Project.

2.2. Eligible bidders

a) The bidder should be a Business Entity registered under the *Business Registration Act of the Maldives* for the last 3 years from the date of this RFP. The proponents must have its own operational office in Maldives and registered with *Maldives Inland Revenue Authority (MIRA*) and submit below documents:
   i. Company Registration Certificate
   ii. GST Registration Certificate

b) The bidder should be a well-established and professionally organized locally registered company and should have been in operation since at least 3 (Three) years(s) prior to the date of proposal submission.
c) 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)
d) 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").
e) The bidder shall be eligible under the laws and regulations of the Republic of Maldives and as such shall be operating under commercial law.
f) 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.
g) 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.

2.3. Guideline for proposal submission

a) Compliance Statement
   i. Bidder shall state that the offer is made in accordance with the Request for Proposal.
   ii. Bidders who offer additional or alternative conditions shall clearly state those in their proposals.

b) Evaluation of Proposals
Points will be given to proposals as outlined in *Section 4. 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 Proposals 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: procurement.admin@iasl.aero

Copied to: *mohamed.ziyau@iasl.aero* , *mohamed.shaee@iasl.aero* and azka4513@iasl.aero

e) Appeals and Complaints

i. Regarding conduct of an application

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

ii. Regarding outcome of an application (an award or decision to award)

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

f) Communications

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

2.4. Information session

Bidders are required to attend the information session as per below details.

Date of Information Session	19th November 2026, at 14:00hrs
Venue for Information Session	Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives.

Kindly note that attendance for the information session is **mandatory** and bid will not be accepted of any party that does not participate in the mentioned session.

2.6. Bid submission

Date and Time	02nd December 2026, at 14:00hrs *No party will be allowed after the mentioned time.*
Venue for proposal submission	Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives.

2.7. General terms and conditions

a) If it is the first (1st) instance of RFP and no proposals are received to IASL by the bid submission due date, as a norm, IASL will cancel the RFP Process, and refloat the tender.

b) Bidders shall be evaluated in accordance with the Party's demonstrated capacity, experience and expertise. The awarding criteria and weightage will be mentioned in *Section 4. 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 proposals 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 Proposals shall become the property of IASL. Bids and supporting materials will not be returned to the Bidder.

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

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

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

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

j) IASL will award the contract in writing to the bidder who scores the highest marks in compliance with the section 4 Evaluation criteria.

k) Failure of the Highest Ranked Bidder to Execute the Contract:
The Employer reserves the right to annul the award made to the Highest Ranked Bidder and proceed with award to the next highest ranked responsive and qualified Bidder where the Highest Ranked Bidder:

a) declines or fails to accept the Letter of Award or Letter of Intent (LOI) within the period specified in the RFP;

b) fails to execute the Contract Agreement within the stipulated period;

c) fails to furnish the required Performance Security, Advance Payment Guarantee, insurance, or any other post-award requirements specified in the RFP;

d) is found, prior to Contract signing, to have submitted materially false, misleading, or incomplete information;

- The Bidder's submitted price shall be deemed inclusive of all costs required for the full execution of the Contract, and no additional charges, fees, or hidden costs shall be accepted after Contract Award. Any attempt by the successful Bidder to impose undisclosed costs, revise pricing, or refuse performance at the awarded price may result in cancellation of the award and award of the Contract to the next highest ranked responsive and qualified Bidder.

e) becomes insolvent, suspended, debarred, disqualified, or otherwise legally incapable of performing the Contract;

f) withdraws its Proposal during the validity period; or

g) is otherwise determined by the Employer, based on documented evidence, to be unable or unwilling to perform the Contract in accordance with the requirements of the RFP and the proposed Contract.

In such circumstances, and without incurring any liability to the affected Bidder, the Employer may invite the Bidder achieving the next highest final evaluation score, provided that such Bidder remains responsive, qualified, willing to perform the Contract, and the proposed Contract Price is determined by the Employer to be reasonable and within the approved budget. The Employer may alternatively reject all Proposals and re-tender the procurement if considered to be in the best interest of the Employer.

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

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

3. Bid proposal

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

No.	Item	Description	Requirement level
1	Cover Letter	The cover letter for the bid must be signed by an authorized person who has the authority to bind the Bidder to a Contract;	**Mandatory**
2	Company Profile	Profile of the Firm including the firm's shareholding structure and details;	**Mandatory**
3	Project Cost and Payment Terms	• The Project rate and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes. • Bid must remain valid for a period of **90** days after the date of Proposal Submission. • Bidders must indicate the lump sum cost of design and tender phase separately. • Bidders must indicate the monthly cost of onsite supervision separately.	**Mandatory**
4	Team Composition and Qualification Details	• Project Team and Their Qualifications and the relevant experience in the field. (Refer to Clause 4.3)	**Mandatory**
5	Relevant experience of Company	• List of experience in similar projects **with letters of completion stating the value and duration of the project.** • If past experiences are not accompanied by an official letter of completion by the client, such letters will not be considered in evaluation**.** • *If the value of the project* is not included in the *reference letter* for the project, the reference letter may be supplemented by supporting documents such as the *Letter of Award/Notification of Award* or the *Contract/Agreement* to provide the value of the project.	**Mandatory**
6	Bid Forms (Form A - G)	Bid Forms, signed by with duly authorized personnel	**Mandatory**

4. 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	Price Offered	30%
2	Monthly Supervision fee	30%
3	Technical Capability	20%
4	Experience	20%
	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.

4.1. Price offered (30% of score)

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

$$Price\ score = \frac{Lowest\ price\ from\ among\ the\ bids\ received}{Price\ of\ particular\ bid\ being\ evaluated} \times \frac{30}{100}$$

4.2 Monthly Supervision fee (30% of score)

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

$$Price\ score = \frac{Lowest\ price\ from\ among\ the\ bids\ received}{Price\ of\ particular\ bid\ being\ evaluated} \times \frac{30}{100}$$

4.3. Technical Capability (20% score)

Team Composition and Qualifications (20%)

The relevance and depth of experience of key personnel in the required roles, as specified below, will be evaluated. Only one individual per role will be considered.

- Lead Architect
- Architect
- Lead Structural Engineer
- MEP Engineer
- Lead Project Manager
- Assistant Project Manager
- Interior Architect

Points will be allocated based on the following criteria:

- Educational background:
  - 7 points – Masters and above
  - 3 points – Degree
  - 1 point – Diploma and below
- License in field:
  - 6 points – Architectural Checker / Structural Checker
  - 3 points – Licensed Professional
  - 0 points – No License
- Experience:
  - 18 points – 10+ years
  - 13 points – 5 to 10 years
  - 8 points – 2 to 5 years
  - 3 point – 1 to 2 years
  - 0 points – No experience

4.4. Experience (20% score)

Experience will be counted as the significance of the value and volume of supplied portfolio. Such projects shall be:

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

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

5. Term of Reference (TOR)

1. Introduction

Island Aviation Services Limited (hereinafter referred to as "IASL") intends to appoint a consultant for the design of the IASL Staff Housing Project and for construction supervision, contract administration and project management during construction (hereinafter referred to as the "Consultant"). The Consultant shall prepare the design and tender documentation. IASL will separately appoint a construction contractor to execute the Works based on that design, and the same Consultant shall provide the construction-stage consultancy services.

For this scope, "Works" means the construction works for the IASL Staff Housing Project; "Services" means the design and construction-stage consultancy services described herein. References to the "Designer" mean the Consultant.

2. Design Stage

2.1 Scope of the Work

2.1.1 Design Services

The Consultant shall develop the housing design and tender documentation in accordance with the following requirements. The total built-up area and structural system remain to be confirmed through design development and IASL approval.

- The design shall target a mid-market residential standard, incorporating durable, functional, and aesthetically appealing materials, finishes, and fixtures of good commercial quality. The design shall neither be based on minimum code-compliance standards nor luxury or premium-grade specifications, unless specifically approved by IASL.
- Coordination with all relevant authorities for approvals, including HDC and utilities.
- Development of Architectural, Structural, and Services designs, including MEP, HVAC, Firefighting, CCTV, IT access control, Multimedia, Garbage disposal and other necessary systems.
- Comprehensive 3D visualizations, renderings, and walkthroughs of the proposed development at all key design stages.
- Geotechnical investigation including SPT and other necessary testing, with foundation and geotechnical design, including ground improvement, piling, and soil stabilization works where required, based on the investigation findings.
- Preparation of detailed material, finish, and fixture schedules for all architectural, structural, and MEP elements.
- Energy-efficient design considerations, including optimization of building orientation, façade design, lighting, ventilation, and utility consumption.
- Preparation and submission of all authority approval documents and coordination required to obtain statutory approvals.
- Value engineering and constructability reviews throughout the design phase to optimize lifecycle cost, maintainability, and operational efficiency.
- Development of BIM models, if required by IASL, and coordination of all disciplines to eliminate design conflicts prior to construction.

2.1.2 Building Requirements and Functional Layout

These are targeted requirements and are subject to change during the design stage as per site conditions and evolving client needs.

2.1.2.1 Basement Level

- Dedicated parking area.
- MEP/service rooms and ancillary spaces as required.

2.1.2.2 Ground Floor

- Main residential lobby with controlled access.
- Commercial spaces.
- Minimum one unit allocated for a convenience/grocery store.
- Supporting/service areas as required.

2.1.2.3 First Floor

- Fully allocated for commercial spaces.
- Supporting/service areas as required.

2.1.2.4 Second Floor to Fourteenth Floor

- Residential floors shall be planned in compliance with applicable HDC guidelines and other relevant authority requirements.
- The preferred apartment mix shall include:
    - 30% - 2-bedroom units, with a target area of approximately 750 sqft per unit.
    - 60% - 3-bedroom units, with a target area of approximately 1,000 sqft per unit.
    - 10% - 3+1-bedroom units, with a target area of approximately 1,300 sqft per unit.
- Layouts shall be efficient, practical, and suitable for residential use, with clear circulation and effective use of available floor area.

2.1.2.5 Terrace Floor

- The terrace floor shall be designed to include suitable recreation facilities for tenants and a dedicated children's play area, with appropriate safety measures, durable outdoor finishes, shaded/rest areas where feasible, proper lighting, drainage, and access control in accordance with applicable authority requirements.

2.1.3 Additional Design Outputs

Providing all Architectural, Structural, Fire Safety, MEP drawings, CCTV and AC layout drawings.

Providing cladding design for the housing development.

Providing 3D renders of the housing development exterior (minimum 5 renders), in addition to the design-stage visualizations specified in Section 2.1.1.

Providing material finishes and furniture schedule.

Providing Bill of Quantities (priced and unpriced).

Onsite supervision plan for the construction period.

2.1.4 Tender Assistance and Contractor Procurement Support

Following completion of the design and tender documentation and prior to commencement of the Works, the Consultant shall provide tender-stage support services to assist IASL in procuring a suitable Contractor for execution of the Works.

The Consultant shall:

1. Prepare, finalize, and issue all technical tender documentation required for the procurement of the Contractor, including drawings, specifications, Bills of Quantities, schedules, and other supporting technical documents.
2. Provide technical support during the tender period, including responding to bidder queries, reviewing requests for clarification, preparing written responses, and issuing revisions, addenda, or supplementary information where required.

3. Participate in pre-tender meetings, site visits, bidder briefings, clarification meetings, and other procurement-related discussions as required by IASL.
4. Review and evaluate bidders' technical submissions for compliance with the design intent, specifications, scope requirements, quality standards, construction methodology, proposed staffing resources, project programme, relevant experience, and other tender requirements.
5. Review commercial submissions in coordination with IASL and identify qualifications, exclusions, deviations, risks, inconsistencies, omissions, and other matters that may affect cost, quality, programme, or successful project delivery.
6. Prepare technical evaluation reports, tender comparison schedules, compliance matrices, and recommendations to support IASL's evaluation process.
7. Provide professional technical advice, consultation, and recommendations to IASL throughout the tender evaluation process to assist in selecting the most suitable Contractor for execution of the Works.
8. Participate in bidder interviews, clarification meetings, negotiations, and other evaluation activities as requested by IASL.
9. Assist IASL in preparing tender evaluation recommendations and documentation required for contract award.

Tender Stage Deliverables

The Consultant shall provide, as applicable:

- Responses to tender queries and clarification notices.
- Tender addenda and revised technical documentation.
- Technical bid evaluation report.
- Tender compliance and comparison matrix.
- Tender evaluation recommendation report.
- Contract award support documentation requested by IASL.

Remuneration

All services described under this Section 2.1.4 shall be deemed an integral part of the Design Stage Services and shall be included within the Consultant's Design Stage lump-sum fee. No separate payment, reimbursement, variation, or additional fee shall be payable for tender assistance, tender evaluation, Contractor selection support, or related procurement services unless expressly approved in writing by IASL.

2.2 Design Requirements

2.2.1 Vertical Transportation

The Consultant shall design and specify the following lift installations and associated works for execution by the separately appointed Contractor:

- Provide three (3) high-speed passenger lifts, each with a minimum capacity of fifteen (15) persons and suitable internal car dimensions to support daily residential use, accessibility requirements, and efficient vertical circulation for the full building height.
- Provide one (1) high-capacity service/fireman lift suitable for stretcher access, furniture movement, maintenance operations, emergency response, and service requirements, with minimum car dimensions and load capacity to comply with applicable codes, fire safety requirements, and authority approvals.
- All lifts shall include automatic rescue devices, emergency communication systems, standby power compatibility, fire-rated lift lobbies where required, and all associated control panels, shaft works, machine-room or machine-room-less systems, testing, commissioning, certification, and handover documentation.

2.2.2 General Requirements

- The design shall maximize the effective use of the available plot area within applicable regulatory limits.
- The development shall include appropriate fire safety, life safety, and accessibility provisions in accordance with applicable codes and authority requirements.
- Utilities and building services shall be properly integrated into the overall design to support safe, reliable, and efficient operation.
- Materials, systems, and layouts shall consider durability, maintainability, and operational efficiency throughout the building lifecycle.

2.2.3 Energy and Environmental Design Strategies

The Designer is expected to incorporate the following strategies and may propose additional cost-effective solutions:

- Solar/PV cells to power common areas
- Centralized AC system
- Energy-efficient cladding (e.g., tinted glass)
- Sun screen louvre system (where required)
- Maximized natural light and ventilation

2.3 Design Guidelines

The Consultant shall develop the design concept from the targeted requirements in Sections 2.1 and 2.2 and submit it to IASL for review and approval. The Consultant may propose improvements for IASL's approval. The targeted requirements may be refined during design in response to site conditions and evolving client needs.

Clarifications will be provided by the IASL as needed.

2.4 Timeline & Milestones

Design-stage duration: 45 calendar days. This period does not include construction-stage consultancy services under Section 3, which shall continue for the construction period specified in the consultancy agreement.

Initial design submission: within 20 days, comprising the Phase 1 deliverables listed in Section 2.5.

Work Schedule: To be submitted within 2 days of contract signing

2.5 Required Documents

The Consultant shall submit complete design packages at all required design stages, including architectural, structural, MEP and specialist systems, material/finish schedules, specifications, calculations and supporting documents required for review and approval. The phased submissions below apply to design-stage outputs; construction, commissioning, occupation and handover records shall be delivered at the corresponding project stages under Section 3.

2.5.1 Phase 1 (First 20 Days)

- Basic Architectural Drawings (Floor plans, Sections, Elevations, Exterior and interior material finishes)
- 3D Renders (As per scope requirement)

2.5.2 Phase 2 (Remaining Duration)

- Detailed Architectural & Structural Drawings
- Detailed material, finish and fixture schedules for all architectural, structural and MEP elements, together with furniture schedules (in MS Word & PDF).
- Design Specifications (In MS Word & PDF)
- Coordinated services and specialist-system drawings, including MEP, HVAC, firefighting, fire alarm, CCTV, ICT, IT access control, multimedia, garbage disposal and vertical transportation.
- Earthing – Lightning Protection Drawings
- Plumbing drawings (MWSC/FENAKA guidelines)
- Utility demand assessment and design of the power supply and associated infrastructure required for the development, including any upgrading identified as necessary through the design and utility coordination process.
- Electrical (STELCO/FENAKA guidelines)
- Fire Safety (MNDF guidelines)
- Landscaping Design
- Environmental Impact Assessment (EIA)
- Structural Calculations
- Protection Method
- Inspection Report
- Bill of Quantities (Priced & Unpriced – Excel & PDF)
- Final Exterior & Interior Renders as per the final detail drawings
- 3D Walkthrough Animation/Video
- Geotechnical investigation report, including SPT and other necessary test results, together with foundation and geotechnical design and supporting calculations, including ground improvement, piling and soil stabilization works where required by the findings.
- Design-stage authority approval packages and records of statutory and utility submissions, approvals, permits and clearances required at the design stage. Documentation needed for later stages shall be coordinated and delivered under Section 3.
- Value engineering and constructability review records addressing lifecycle cost, maintainability, operational efficiency and interdisciplinary coordination.
- Coordinated BIM models, if required by IASL.

3. Construction Stage

The Consultant responsible for the design shall provide construction supervision, contract administration and project management for the Works executed by the separately appointed Contractor. These services shall support implementation of the Consultant's design and compliance with the construction contract.

3.1 Contract requirements and Engineer's duties

a. The Consultant shall adhere to the applicable standards, procedures and requirements of the construction contract adopted by IASL and shall perform the Engineer's duties assigned under that contract.
b. The applicable contract form, edition, Particular Conditions, delegated authority and matters requiring IASL's prior approval shall be expressly identified in the consultancy agreement and construction contract.
c. The Consultant shall act within that authority and shall not commit IASL to additional expenditure or changes outside its delegated powers.

3.2 Mobilisation and supervision arrangements

a. Before construction commences, submit a construction supervision and project management plan identifying the proposed personnel, responsibilities, site attendance arrangements, reporting procedures and inspection coverage.
b. Review the Contractor's mobilisation arrangements, construction programme, procurement schedule, method statements and inspection and test plans for compliance with the contract.
c. Identify outstanding information and approvals affecting commencement.

3.3 Design coordination and technical submissions

a. Respond to requests for information, clarify the design and issue coordinated supplementary details where required.
b. Review shop drawings, material submissions, samples and proposed substitutions against the design, specifications and contract requirements.
c. Maintain submission and clarification registers.
d. Refer proposed changes affecting the approved scope, cost or completion date to IASL in accordance with the agreed authority limits.

3.4 Site supervision and quality control

a. Supervise and inspect the Works against the approved drawings, specifications and contract requirements.
b. Check materials, workmanship and relevant installation interfaces; witness specified tests and inspections; and record inspection results.
c. Identify non-conforming work, require corrective action through the contractual procedures and verify rectification.
d. Maintain inspection records, test results, photographic records and a register of outstanding defects.

3.5 Programme monitoring and coordination

a. Monitor actual progress against the accepted construction programme and report delays, constraints and decisions required from IASL.
b. Review updated programmes and proposed recovery measures.
c. Coordinate design interfaces and communications among IASL, the Contractor and relevant project stakeholders.
d. Convene progress and technical meetings, issue minutes and maintain an action register.

3.6 Cost control and payment assessment

a. Verify completed work and supporting measurements, assess the Contractor's interim payment applications and issue recommendations or certificates within the authority provided by the construction contract.

b. Maintain records of payments, variations and forecast completion cost.
c. Report anticipated cost overruns and advise IASL on corrective options.
d. Assess the final account in accordance with the contract.

3.7 Variations, notices and claims

a. Maintain registers of instructions, variations, notices and claims.
b. Assess the technical, cost and programme implications of proposed changes and submit recommendations to IASL.
c. Review claims and extension-of-time submissions using contemporaneous records and the applicable contract procedures.
d. Prepare or issue instructions, assessments, determinations and certificates only to the extent authorised under the construction contract, observing its notice periods and approval requirements.

3.8 Safety, environmental and approval monitoring

a. Review the Contractor's project safety and environmental submissions for compliance with the contract, monitor observed compliance during site supervision and record and report deficiencies.
b. Require corrective action through the agreed contractual procedures and promptly escalate serious concerns to IASL.
c. Monitor the status of project approvals and coordinate submissions within the Consultant's scope.
d. The Contractor shall remain responsible for its construction methods, temporary works, site operations and site safety obligations under the construction contract.

3.9 Testing, completion and handover

a. Coordinate and witness the testing and commissioning required by the contract.
b. Inspect the Works for completion, prepare outstanding-work and defects lists and verify corrective action.
c. Review as-built drawings, operation and maintenance manuals, warranties, test certificates and other required handover records.
d. Recommend or certify completion and taking-over only in accordance with the construction contract and the Consultant's delegated authority.

3.10 Defects follow-up and close-out

a. During the defects period included in the consultancy agreement, inspect notified defects, monitor rectification and verify completion of outstanding obligations.
b. Review final close-out records and advise IASL on contractual completion and release of retention or security, where applicable.
c. Any certification shall be subject to the construction contract and the Consultant's authority.

3.11 Construction-stage deliverables

a. Submit the supervision and project management plan, inspection and test records, meeting minutes, action registers, progress reports, payment assessments, variation and claims assessments, completion inspection reports and final close-out report.
b. Progress reports shall address programme status, completed work, quality issues, safety and environmental observations, cost forecasts, risks and decisions required.
c. Reporting frequency, submission deadlines, staffing levels, site attendance, construction-stage duration and defects-period attendance shall be specified in the consultancy agreement before commencement of the relevant services.
d. Coordinate the preparation and submission of all statutory approvals, permits, clearances, utility approvals, completion certificates and other authority documentation required for construction, commissioning, occupation and handover. Together with the design-stage documentation under Section 2.5, the records shall cover all required project stages. The Consultant shall obtain approvals within its assigned scope and review and verify Contractor submissions and approvals assigned to the Contractor under the construction contract.

e. Ensure complete as-built drawings for all disciplines are compiled, checked and submitted in both editable and PDF formats, accurately reflecting the final constructed works. Obtain the Contractor's as-built records and review their completeness and consistency with site records.
f. Obtain, review and compile operation and maintenance manuals for all building systems, equipment, fixtures, finishes and installed services, including maintenance schedules, supplier details, warranties and spare parts information where applicable.
g. Obtain, review and compile testing, commissioning, inspection and certification reports for all civil, structural, architectural, MEP, firefighting, fire alarm, lift, ICT, access control, CCTV, HVAC, plumbing, drainage and other installed systems. Coordinate and witness the associated activities within the Consultant's supervision scope; the Contractor remains responsible for execution and production of its required records.

6 Bid Forms A-G

6.1. Form A - Bid application form

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

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

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

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

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

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

Yours sincerely,

Signed _____

In the capacity of _____

Duly authorized to sign bids for and on behalf of _____

_____

(Company Name & Stamp)

Date: _____

Name & Address of Signatory

Name: _____

Address: _____

6.2. 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: Design and Consultancy for IASL Staff Housing Project

Subject: Related Party Disclosure

With the exception of the below specified, I hereby declare that, we, the party is in no way, shape or form related to Island Aviation; created either through an employer-employee agency relationship between employees or directors of Island Aviation or by way of ownership of Island Aviation.

Name of the Related Party	Designation of the Related Party	Relationship

Yours sincerely,

[Name of signatory]
[Title]

Note:
1. Related parties for this purpose include:
1.1. Employees or directors of the Company
1.2. Close family members of any employee/ director of the Company. Close family members here refer to spouse, including former spouse relatives, which comprise: siblings, cousins, uncles and aunts, nephews and nieces, lineal ancestors (presumably, it means parents, grandparents and other ancestors of direct lineage), lineal descendants (children, grandchildren and other direct descendants).

6.3. Form C: General Information (Business profile/Work profile)

1.1. Company name:

……

……

1.2. Head office:

……

……

……

……

……

……

Telephone no.:……Fax no.:……

1.3. Main lines of business

a) ……Since ……..

b)……Since ……..

c) ……Since ……..

d)……Since ……..

e) ……Since ……..

6.4. Form D: Experience Records

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

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

6.5. Form E: Litigation/ Arbitration

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

6.6. Form F: 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: _____

6.7 Form G Price Schedule

Design and Consultancy for IASL Staff Housing Project	
Item Description	**Price (MVR)**
Design Services	
On Site supervision (Per month fee)	
Sub Total (Exclusive of tax)	
Applicable Taxes	
Total	

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

Payment Terms:
All payments under this contract shall be made in Maldivian Rufiyaa (MVR) and must be inclusive of all applicable taxes, including GST. The payment structure will follow a milestone-based schedule aligned with deliverables.

Invoices must be submitted upon completion of each milestone and must be 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	

7. 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

☐ Cover letter

☐ Company profile

☐ Tax registration certificate and Tax clearance certificate

☐ Portfolio with supporting documents

☐ Project cost and payment terms

☐ Team Composition and Qualification Details

☐ Relevant experience of Company

☐ Bid Forms (Form A - G)

Submission Details

☐ EOI Registration Deadline: 17th November 2026, 23:59Hrs

☐ Proposal Submission Deadline: 02nd December 2026, 14:00Hrs,

☐ Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives

☐ Late submissions will be disqualified

Additional Notes

☐ Ensure one bid per proponent

☐ All communications via official email channels only

☐ Appeals/complaints within 5 days of bid opening or award notification

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

For clarifications, contact via mail:

To: procurement.admin@iasl.aero

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