Manage and operate IASL Moonima Lounge Kitchen (Re-bid)

Request for Proposal

17 November 2026

Tender no.:	L4-BID NO 052-2026
EOI Registration date	24 November 2026, 23:59 Hrs (GMT+5) Via email: procurement.admin@iasl.aero
Information session details	26 November 2026, 14:00Hrs (GMT+5) Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Proposal Submission Date	03 December 2026, 14:00Hrs (GMT+5) Venue at Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives

Island Aviation Services Ltd. is seeking 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. Over the 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	Manage and operate IASL Moonima Lounge Kitchen (Re-bid)
Bid Number	L4-BID NO 052-2026
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
EOI Registration Deadline	Date: 24 November 2026 Time: 23:59Hrs (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: 26 November 2026 Time: 14:00Hrs (GMT+5) Location: Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives *Note: Attendance for this session is mandatory*
Proposal Submission	Date: 03 December 2026 Time: 14:00 Hrs (GMT+5) Location: 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	- Technical: 40% - Financial: 60%
Currency for Financial Proposal	Maldivian Rufiyaa (MVR) inclusive of all applicable taxes
Mandatory Documents	- Certificate of Incorporation/Registration - Business activity registration - Valid food serving FDA approved certificate - Company Profile - Tax registration certificate and Tax clearance certificate - Audited financial statements of the past two years (2025 and 2024) - Cost and payment terms - Team Qualification details - Relevant experience of company - Implementation plan - 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 Bank Details: To be provided by successful bidder

Clarification deadline	01 December 2026

2.2. Schedule of Events

Event	Time	Date
IASL issues RFP	-	17 November 2026
EOI (Expression of Interest) Deadline	23:59	24 November 2026
Information Session	14:00	26 November 2026
Deadline for submission of Proposals	14:00	03 December 2026
Estimated Proposal evaluation completion time and IASL notify the winning bidder.	-	17 December 2026

3. Goods/ Services required

Island Aviation Services Ltd. (IASL) invites sealed proposals valid for 90 days from the date of opening, from all qualified and experienced catering café, restaurant and catering companies to submit RFP according to the details in employer requirement, section 9.

4. Eligible Bidders

4.1 This bid is open for local Companies only

4.2 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)

4.3 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.

4.4 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”).

4.5 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 proposal, 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 proposal 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	26 November 2026 at 14:00Hrs
Venue for Information Session	Procurement Office at H.Silversand 1st Floor, 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	03 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

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.

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 • Business activity registration	**Mandatory**
2	Company Profile	Profile of the Firm including the firm's shareholding structure and details;	**Mandatory**
3	Tax registration	Tax registration certificate and Tax clearance certificate	**Mandatory**
4	Audited Financials	• Provide audited financial statements of 2025 and 2024 to indicate financial strength of the company to execute a project of this nature. o Summary of audited financial statements (Report of Independent Auditors Opinion) o Audited Balance Sheets, Income Statements, Cash flow Statements. • **Alternative Evidence for Non Audited Entities** o Bidders that are not legally required to have their financial statements audited in accordance with applicable MIRA regulations shall submit: o Tax Filing Receipts issued by MIRA for the financial years 2024 and 2025	**Mandatory**
5	Cost and Payment Terms	• Cost 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. • Bidder must provide a detailed cost breakdown as per the provided price schedule along with the RFP.	**Mandatory**
6	Team Qualification Details	Project Team and Their Qualifications and the relevant experience in the field.	**Mandatory**
7	Relevant experience of Company	• 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: o Certificate of registration and Business activity registration	**Mandatory**

		indicating relevant food and beverage operations. Clearly identifying the year of incorporation. • Only experience supported by the above documentation, shall be considered for evaluation under this criterion.	
8	Implementation Plan	Mobilization and Operational set up • The bidder shall provide a comprehensive plan for necessary staffing, any required equipment's and resources for kitchen operations.	**Mandatory**
9	Bid Forms (Form A - G)	• Bid Forms, signed by with duly authorized personnel	**Mandatory**

8. Evaluation Criteria

IASL intends to apply the following criteria for the selection of proposals. Proposals will be assessed based on the scores obtained for said criteria at the percentages given, with the highest total scoring party being the winner.

8.1. Technical Scoring (40%)

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 scores.

Technical Scoring (40%)		
Criteria	**Weight**	**Details**
Relevant Experience	30%	Relevant experience • In operation for the past 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 certificate of registration and business activity registration **will not be considered as valid submissions under this category** • *Experience percentage = (proposed bidders no. of operating businesses / Highest no. operating business received x 30)*

Own Vehicle Arrangement and Backup Kitchen Arrangement	10%	Own vehicle arrangement (05 points)
		• Available and supported with required documents: 5 Points
		• Not available or required documents not submitted: 0 Points
		• Documents to be submitted
		  ○ Registration copies of proposed vehicle
		  ○ Valid insurance of vehicle
		Backup Kitchen Arrangement (05 Points)
		• Backup kitchen facility available: 5 Points
		• Backup kitchen facility not available: 0 Points
		
		Declaration confirming the availability of the backup kitchen facility for the duration of the contract.
		The café, restaurant, or catering facility submitted under the Relevant Experience criterion may be proposed as the backup kitchen facility. In such cases, documents already submitted under the Relevant Experience criterion may be used for evaluation and duplicate submissions will not be required.

8.2. Financial Scoring (60%)

A financial score will be given for each category stated below. The total score for the Financial Evaluation for each bidder shall be the sum of the category scores.

Financial Scoring (60%)		
Criteria	**Weight**	**Details**
Passenger/Visitor per head charge offered	40%	• Each bidder's price is used to identify their relative position on a 0 – 40 price scale. This is done by allocating the lowest priced qualified bid 40 points and scaling-down the remaining bidder's score in relation to this, based on the price proposed by the bidder • Price percentage = 40 x (lowest price / quoted price)
Crew meal (Per meal) rates offered	5%	• Rate offered for snack meal – 2.5% • Rate offered for main course meal – 2.5% • Each bidder's price is used to identify their relative position on a 0 – 5 price scale. This is done by allocating the lowest priced qualified bid 5 points and scaling-down the remaining bidder's score in relation to this, based on the price proposed by the bidder • *Price percentage = 5 x (lowest price / quoted price)*
Passenger meal (Per Head) rates offered	5%	Passenger meal (Per Head) rates offered • *Price percentage = 5 x (lowest price / quoted price)* *Note: Passenger meal (Per Head) rates offered shall not exceed the maximum cap of MVR 65.00*
Strength/Reliability	10%	Strength/Reliability • Marks will be awarded under criteria for strength/reliability considering the submitted audited financials for the latest two years (2025 - 2024). • *Strength/reliability = (Proposed bidder's Net profit Margin / Highest Net Profit Margin from the bidders) X 10%* *Note: The highest score will be awarded to the bidder demonstrating the highest net profit margin*

8.3. Combined Scoring (100%)

For each bidder, the score received for Technical 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 calculated using the formula) + (Financial Score calculated using the formula)	Max 100

9. EMPLOYER REQUIREMENTS

9.1. Background and Purpose

Island Aviation Services Limited (hereinafter referred to as "*IASL*") intends to hire a caterer for the work listed below for Catering Moonima Lounge, Crew Meal and Passenger Meal, (hereinafter referred to as the "*Services*"):

a. Provision of buffet-style meals (Breakfast. Lunch, Snacks and Dinner) for lounge passengers
   i. The objective of this RFP is to appoint a professional catering partner capable of delivering high-quality, fresh, hygienic, attractive and consistent buffet services while maintaining competitive pricing and excellent passenger experience
   ii. The selected catering company will be responsible for the planning, preparation, delivery, presentation, replenishment and management of food and beverage services for the lounge.
   iii. Cater for different passenger profiles, nationalities and dietary preferences, with an emphasis on quality, variety, freshness, presentation and operational consistency
b. Preparation and delivery of crew and passenger meals to Maldives in-flight services offices, including VVIP catering in accordance with flight schedules and dietary requirements.

The Moonima Lounge is located at Velana International Airport, Hulhule' Island.

9.2. Scope of the Work:

9.2.1 Moonima Lounge Kitchen Operation

1. Provide buffet-style meals for passengers (breakfast, lunch, snacks, dinner) as per the following schedule and may differ depending on flight schedule
2. Breakfast: 05:00 – 11:30 hrs
3. Lunch: 12:00 – 14:30 hrs
4. Snacks: 15:00 – 18:30 hrs
5. Dinner: 19:00 – 22:30 hrs
6. Maintain high standards of hygiene, food quality, and service speed.
7. Maintain an appropriate balance between international, Asian and Maldivian cuisine.
8. Provide healthy and nutritious food choices, vegetarian, non-vegetarian, gluten-free, and other special dietary options.
9. Ensure excellent food safety and hygiene standards
10. Provide flexibility to change menus periodically and revise the menu every 2 months.
11. Ensure availability of beverages and snacks throughout the day.
12. Ensure reliable supply and service throughout the agreed operating hours
13. Clearly identify food containing common allergens
14. Employ a minimum of 7 trained hospitality staff, including an Executive Chef.
15. Seating capacity of the lounge is 200

9.2.2 Crew Meal Catering

1. Provide meals for flight crew based on daily flight schedules.
2. Meal types: Breakfast, Lunch, Snacks, Dinner.
3. Meals must be labeled clearly (e.g., VEG/NON-VEG, Captain, FO, Cabin Crew).
4. Maintain a 4-cycle rotating menu annually.
5. Ensure timely delivery in airline-standard containers.
6. Acknowledge and fulfill daily meal requests from IASL.
7. No charges for meals with proven hygiene complaints.

9.2.3 Passenger Meal Catering

1. Supply onboard meal packs for international flights operating from MLE and HAQ using ATR and Dash8 aircraft, commercial, crew, and VVIP passengers.
2. Rate cap: MVR 65 per passenger.
3. Include water (200ml) and juice (185ml)
4. Cutlery pack must include 5-in 1 wooden pack (fork, spoon, knife, toothpick, tissue)
5. Meals must be packed in airline-standard containers with specified dimensions and labeled with meal name, flight number, sector, and passenger type.
6. Provide a 3-cycle menu for all meal types, including Maldivian cuisine for VVIPs.
7. Ensure meals are delivered warm and on time to IASL Inflight Services.

9.2.4 Contractor Responsibilities

1. Maintain kitchen equipment and facilities.
2. Hire and manage qualified staff.
3. Apply for necessary permits and airport passes.
4. Maintain premises and repair any damages.
5. Handle last-minute orders efficiently.
6. Submit weekly invoices; payments to be made within 30 working days

9.2.5 Compliance Requirements

1. Halal & Special Meals: Provide Halal-certified meals and accommodate dietary needs (e.g., diabetic, vegan, gluten-free).
2. Allergen Management: Clearly label allergens; ensure staff are trained in allergen handling.
3. Pest Control: Maintain pest-free environment per local health regulations.

9.3 General requirements

1. The Contractor shall be responsible to follow all safety and security directives.
2. The Contractor shall clear the worksite upon completion of the day's work and remove any excess material immediately and maintain cleanliness.
3. Contractor shall be responsible for ensuring the following
   - 3.1 All personnel including Third Parties are safety inducted prior to site entry.
   - 3.2 Workers are trained and competent in their duties.
   - 3.3 All tools and equipment are in good condition and are safe to be used.
   - 3.4 for all Personnel Protective Equipment (PPE) for workers as required.
   - 3.5 All tools, equipment, materials and debris to be removed from the site upon completion of work.
   - 3.6 Contractor shall ensure that there is no damage to the finishes of the premises other than as required to carry out the Works. In the event that the site premises have been damaged, the Contractor shall be responsible for making good the site to the previous condition.

Note: Further details of the project will be provided during the Information Session.

9.4 Responsibilities of IASL:

9.4.1 Access to its relevant offices and departments and full cooperation related to the project work.
9.4.2 IASL shall provide full cooperation in facilitating the work.
9.4.3 IASL shall provide all the available relevant data, information and details that are deemed by IASL to be useful for the Contractors to perform and provide the work effectively and efficiently.
9.4.4 IASL shall provide a focal point or Project Manager etc. who is well versed with the Work for smooth progress of the Work.

9.5 Duration of the Services:

- The commencement of services (the "Effective Date") shall begin upon signing of the contract.
- The Kitchen will initially be leased for a duration of 3 years. The contract will then be reviewed and extended up to 2 years, based on the performance of the contractor within the agreement period, the bid awarded party will not be allowed to sell the investment to any other party.
- 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.

9.6 Pricing, currency, and payments to the Vendor:

1.1. Pricing:

- The proposed price for each item listed in the Price Schedule shall be quoted as a unit rate in Maldivian Rufiyaa (MVR). All applicable costs, taxes, fees, and other charges necessary for the provision of the services shall be included in the quoted unit prices.
- Any associated fees, taxes, or third-party charges.
- All proposed prices must be expressed as numerical values with clear monetary amounts.
- Pricing shall be firm, final, and clearly stated without ambiguity. No price variation will be accepted after contract signed.
- Pricing must be inclusive of all out-of-pocket expenses, including travel, accommodation, and any other relevant costs required for the delivery of services.
- The Vendor 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.

1.2. Payments:

- Payments shall be made in Maldivian Rufiyaa (MVR) via cheque or electronic funds transfer.
- Payments will be made within 30 working days of IASL receiving a valid invoice and confirming the services.
- The Vendor must coordinate each invoice submission with IASL and obtain confirmation prior to submission. Invoices should be submitted at least 30 working days in advance of the due date to ensure timely processing.
- 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.
- 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.
- 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

Form A - Bid application form

Description of Work:	Manage and operate IASL Moonima Lounge Kitchen (Re-bid)
Bid to:	L4-BID NO 052-2026
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 Manage and operate IASL Moonima Lounge Kitchen (Re-bid), I/we, the undersigned, hereby submit our proposal in full compliance with the stated terms and conditions.

Our proposal includes the following deliverables:

Category	**Basis for Pricing**	**Price (MVR)**
Moonima Lounge	Per Head	
Crew Meal – Snack	Per Meal	
Crew Meal – Main Course	Per Meal	
Passenger Meal	Per Head	*Capped at 65 MVR

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

Category	Description	Unit	Unit Price (MVR)
Moonima Lounge	Lounge Access & Buffet Service	Per Head	
Crew Meal - Snacks	Snack	Per Meal	
Crew Meal – Main Course	Main Course	Per Meal	
Passenger Meal	Meal	Per Head	*capped at 65 MVR

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

Invoices must be submitted weekly 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	

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: Manage and operate IASL Moonima Lounge Kitchen

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

Similar businesses carried out in the last five (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
☐ Business Activity registration
☐ Company Profile
☐ Tax registration certificate and Tax clearance certificate
☐ Audited financial statements of the past two years (2025 and 2024)
☐ Project cost and payment terms
☐ Team Qualification details
☐ Relevant experience of company
☐ Implementation plan
☐ Valid food serving FDA approved certificate
☐ Completed Bid Forms A–G

Submission Details

☐ EOI Registration Deadline: 24 November 2026, 23:59Hrs (GMT+5)
☐ Proposal Submission Deadline: 03 December 2026, 14:00Hrs
☐ Venue: Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives
☐ No party will be allowed after the mentioned time

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*

Annexure -1

Catering Moonima Lounge, Crew Meal and Passenger Meal

Purpose

1. Maintain and manage kitchen and kitchen equipment
2. Maintain consistency in food quality.
3. Provide fast service.
4. Maintain a high standard of hygiene

Per Customer Charge

1. Rate offered per customer

Number of passengers

1. Monthly estimated Pax figure is 9000-12000.
2. Peak hours are from 0830 – 1130 hrs and 1530 – 2000 hrs
3. Maximum Seating Capacity:
    - Actual Capacity: 200

Menu

Meal	Description
Breakfast-	Includes: **Bakery** • Bread selection (white and brown) • Buns • Croissants • Danish pastries/Muffins • Butter • 2 Choice of Jam • Honey • 2Choices of sandwich options • 2Choices of Cake items **Hot Breakfast** • Scrambled eggs /Fried egg / boiled eggs/ Omelets station or egg selection • Choice of sausages Chicken / Beef / turkey • Hash browns • Grilled tomatoes • Sautéed mushrooms • Baked beans • Waffle / Pan Cake **Asian / Local Options** • Plan Rice, Fried rice or noodles option • Paratha / Roshi • Mashuni, Kulhimas or Curry or suitable local breakfast item • Congee or similar Asian breakfast option **Cereals** • Cornflakes • Muesli • Assorted cereals **Fruits & Healthy Options** • Minimum 3 fresh seasonal fruits • Minimum of 4vegetable options • Yoghurt • Mixed fruit salad • Mixed vegetable salad • Nuts and seeds • Dried fruits • Cheese Platter • Meat Item Beverages • Fresh juice – upon request should be available • Infused water • Drinking water • Selection of Minimum 8 types of Tea options • Coffee • Decaffeinated coffee where available • Hot and Cold Milk • Choice of minimum 5 types Soft drinks (Coke, Diet Coke Fanta, Bitter Lemon etc. • 2 Types of Juice

Lunch / Dinner	**Soup** • Minimum 1 soup daily **Salad & Cold Selection** • Minimum 3 salad options • Fresh green salad • Mixed vegetable salad • Pasta / grain salad • Assorted dressings • Pickles / condiments **Main Courses** **Minimum:** • 2 protein dishes • 1 chicken dish • 1 fish / seafood dish • 1 vegetarian dish • 1 Asian dish • 1 rice selection • 1 pasta / noodle / potato selection • Seasonal vegetables • 1 curry option **Local / Maldivian Selection** At least one Maldivian or regional dish should be included on a rotating basis. Examples: • Rice • Roshi • Mas Huni, Garudhiya, Rihaakuru-based dishes • Maldivian fish curry • Mas Riha • Vegetable curry **Desserts** Minimum 2–3 options: • Cake • Pastry • Pudding • Mousse • Local dessert • Fresh fruit **Beverages** • Fresh juice – upon request should be available • Infused water • Drinking water

	• Selection of Minimum 8types of Tea options • Coffee • Decaffeinated coffee where available • Hot and Cold Milk • Choice of minimum 5 types Soft drinks (Coke, Diet Coke Fanta, Bitter Lemon etc. • 2 Types of Juice **Fruits & Healthy Options** • Minimum 3 fresh seasonal fruits • Minimum of 4vegetable options • Yoghurt • Mixed fruit salad • Mixed vegetable salad • Nuts and seeds • Dried fruits • Cheese Platter • Meat Item
Snacks	**Snack** • 2 Types Sandwiches (Tuna/Chicken/Cheese/Veg) • Pizza (Tuna, Chicken and Beef) • 3 types of Maldivian short eats • Muffins, • Cakes, cookies • 3Pastry items • 3 Types of Bun savoury items • 4Types of Sweet (Danish Pastries, Maldivian item etc) • Kid Items (Fries, Nugget etc) **Fruits & Healthy Options** • Minimum 3 fresh seasonal fruits • Minimum of 4vegetable options • Yoghurt • Mixed fruit salad • Mixed vegetable salad • Nuts and seeds • Dried fruits • Cheese Platter • Meat Item • Cashew & almond nuts (or any available nut items) Beverages • Fresh juice – upon request should be available • Infused water • Drinking water • Selection of Minimum 8types of Tea options • Coffee • Decaffeinated coffee where available • Hot and Cold Milk • Choice of minimum 5 types Soft drinks (Coke, Diet Coke Fanta, Bitter Lemon etc. • 2 Types of Juice

Beverages, Snack items and Healthy Options (Should be available throughout the day)	**Beverages & Snack Items** • Fresh juice – upon request should be available • Infused water • Drinking water • Selection of Minimum 8types of Tea options • Coffee • Decaffeinated coffee where available • Hot and Cold Milk • Choice of minimum 5 types Soft drinks (Coke, Diet Coke Fanta, Bitter Lemon etc. • 2 Types of Juice • Bread (White& Brown) and Buns • Croissants • Danish pastries • Muffins • 2Choices of sandwich options • 2Choices of Cake items **Fruits & Healthy Options** • Minimum 3 fresh seasonal fruits • Minimum of 4 vegetable options • Yoghurt • Mixed fruit salad • Mixed vegetable salad • Nuts and seeds • Dried fruits • Cheese Platter • Meat Item

Drawings

Lounge



Annexure – 2

Crew Meal:

Requirement

1. Caterer shall prepare all the meals as per the Menu on its cost and expenses.
2. Caterer shall provide meals everyday as per the pre ordered requirement and as per meal.
3. Demonstration of Meals setup will be conducted after BID submission.
4. If a hygienic complain is raised for a particular meal and proven, that meal should not be charged.
5. Permission to conduct safety audits from IASL Safety Department upon request.
6. Caterer must acknowledge daily meal request sent to kitchen.

Meal Type	**Description**
Breakfast	Roshi, Disk, Paratha, Kulhi mas, Mashuni, Chicken curry Sandwiches (Tuna/Chicken/Ham & Cheese/Vegetable) Chicken/Tuna croissant Omelets with bread roll Muffin & fruits
Lunch & Dinner	Grill chicken, Tuna steak, Chicken/Tuna rice with fried egg Pasta (Carbonara, Chicken, Tuna, Arabiata, Maldivian style) Chicken/Tuna noodles with boiled egg Devil chicken/tuna/beef with rice Stir fry chicken/beef with rice Chili chicken with rice All meals include dessert & salad
Snacks	Chicken/Tuna pizza Chicken/Tuna puff, sausage rolls Sandwiches (Tuna/Chicken/Ham & Cheese/Vegetable) Muffin & fruits

Sample Meal Rotation

e.g. Breakfast *main* course;
Day 1 -Roshi & Kulhi mas
Day 2- Tuna Sandwich with boiled egg or omelet
Day 3- Disk & Mashuni with sausage
Day 4- Paratha &Chicken curry
Day 5- ham & cheese with Omelet/boiled egg

Annexure – 3

Passenger Meal:

Requirement:

Uplifting meal packs for passengers traveling to regional and international destinations as per below terms:

1. Caterer shall prepare all the meals as per the Menu on its cost and expenses.
2. Rate offered for meal per head shall not exceed MVR 65 (Sixty-Five). **If the proposed rates exceed the budget, IASL will have the right to exclude the Passenger Meal Component from the BID and move forward with remaining requirements.**
3. Shall ensure meals are properly packed in appropriate packing.
4. Shall ensure that meals are uplifted as per below time frame requirement:
   a. Meal orders will be communicated directly to Kitchen within 4-time cycles, such as 24hrs, 12hrs, 6hrs and 4hrs ahead of scheduled time of departure.
5. Meal packs service will be monitored and uplifted by IASL In-flight Services.
6. Demonstration of Meals setup will be conducted after BID submission.

Meals set up & preparation procedure

1. All meals for passengers shall be dished in proper storage containers (aluminum or paper casserole/fruit bowl/salad bowl) suitable for airline catering standards.
2. All meal boxes shall be labeled with meal name, flight number and sector.
3. Meal containers (aluminum or paper casserole/fruit bowl/salad bowl) shall never be delivered as individual loose items.
4. Crew meals shall be dished in proper storage containers (aluminum or paper casserole/fruit bowl/salad bowl) suitable for airline standards.
5. Crew meals shall be labeled identifying Captain, F/O and Crew.
6. Captain and F/O's meal must be different from each other for aviation safety reasons.
7. Meals for flight crew (Captain, F/O and Cabin Crew) on domestic flights must be stored collectively in a larger box or strapped together, labeled with flight details and meal type (Breakfast, Lunch, Snack or Dinner).
8. Boxes or Casseroles used for packing meals such as Snack, Breakfast, Lunch and Dinner shall meet the following measurements:
   Height = 50mm
   Width = 192mm
   Length = 272mm
9. In case of situations where double sector catering uplift is required, especially during Ramadan period, a meal box comprising of below dimensions shall be used:

   Height = 55mm
   Width = 125mm

Length = 175mm

10. Meal containers (aluminum or paper casserole/fruit bowl/salad bowl) shall be in defined dimensions to ensure that it should effortlessly fits into the meal cart.
11. All meal boxes must include a 5 in 1 (fork, spoon, knife, toothpick & tissue) wooden cutlery pack.
12. All meal boxes must contain a 200ml water bottle and 185ml juice packet.
13. Caterer or the Kitchen operator shall have capacity to provide catering for the following 3 categories of passengers:
    1 – Commercial passengers
    2 – Flight crew
    3 – VVIP passengers
14. Caterer shall provide a 3-cycle menu for all meal types (Breakfast/Lunch/Dinner/Snack) for Dash8 operated international flights identifying Vegetarian and Non- Vegetarian options.
15. For Dash8 operated VVIP flights, Caterer shall provide a 3- cycle menu comprising of all types of meals (Breakfast/Lunch/Dinner/Snack/Maldivian Cuisine).

Menu requirement
Passengers: Breakfast/Lunch & Dinner/Snack at Velana International Airport.
Crew: Breakfast/Lunch & Dinner/Snack
VVIP: Breakfast/Lunch & Dinner/Snack/Maldivian Cuisine

Packing requirement
All meals shall be packed strictly within the dimensions provided and material must be durable. All meals shall be packed well to ensure no spillage occurs during transportation or at the of meals handling by crew.

Delivery requirement
All meals shall be delivered in warm condition to ensure freshness.
All meals shall be delivered to the doorstop of Maldivian inflight services at Velana International Airport.

Passenger Travel Forecast

The following estimates outline expected passenger volumes and catering requirements based on scheduled flight operations.

Item	Details
Winter Schedule Flights	2 per week
Total Flights per Month	8 flights
Aircraft Type	ATR 72
Seating Capacity per Flight	70 passengers
Total Monthly Passenger Load	560 passengers
Catering Uplift Requirement	560 per month (from Lounge)