Island Aviation Services Limited

Request for Proposal (RFP)

RFQ No.: L3-BID NO 085-2026

Date Issued: 21st November 2026

Introduction

Island Aviation Services Limited invites proposals for the supply of the following goods/services in accordance with our Procurement Policy.

Description	Details
RFQ Title	Staff Accommodation Services at Dh. Kudahuvadhoo (Re-Bid)
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
Contact for Clarifications	Primary: procurement.admin@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shaee@iasl.aero & saamih4448@iasl.aero
Goods / Service Required	Provision of accommodation for IASL staff.
Service Period	Six (6) months from contract award date, with an option to terminate with one month's prior notice.
Accommodation Requirements	The service provider shall provide: • Fully furnished accommodation with 2 single-occupancy bedrooms • One sitting/living room • Fully equipped kitchen suitable for self-catering • Air conditioning in all rooms • Attached bathroom with hot and cold water • Bed, linens, pillows and towels • Adequate privacy and security • Accommodation preferably located within close proximity to Airport (Dh. Kudahuvadhoo Airport)
Facilities and Standards	• Clean, hygienic, and well-maintained rooms • Free Wi-Fi access (Optional)

	• Compliance with local health and safety standards
Location	Dh. Kudahuvadhoo, Maldives
Deliverables	Ready-to-use accommodation with 2 rooms (single-occupancy rooms) Monthly invoice with: • Room type and occupancy
EOI Registration	Expression of Interest email should be sent to the following email on or before 25th November 2026, 14:00hrs Email Subject: EOI For L3-BID NO 085-2026 - Staff Accommodation Services at Dh. Kudahuvadhoo Primary: procurement.admin@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shaee@iasl.aero & saamih4448@iasl.aero
Information Session	Date and Time: 26th November 2026 at 15:30 hrs Via Microsoft Teams *Attendance for this session is mandatory.
Proposal Submission	Via email to proc.proposals@iasl.aero **only,** on or before 3rd December 2026 , 23:59Hrs
Evaluation Criteria	Evaluation criteria is based on Rent, Quality and Services. **Rent (70% of the Total Score)** The highest score shall be awarded to the Proposal with the lowest Proposal price. For the remaining Proposals, points will be given using the formula below. $\text{Price} = \frac{\text{Lowest Proposed Monthly rent from among the Proposals received.}}{\text{Participant's proposed Monthly rent}}$ x 70% **Quality and Service (30% of the Total Score)** Evaluation will be based on the service provider's ability to meet IASL's accommodation requirements, including: • Room quality (cleanliness, comfort, condition) Scoring will be based on compliance with the above requirements and supporting documentation.

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Currency for RFP	Maldivian Rufiyaa (MVR) inclusive of all applicable taxes
Mandatory Documents	**Quotation** • The Total Cost and Payment Terms and arrangements quoted in Maldivian Rufiya (MVR) inclusive of all taxes. • Quotation must remain valid for a period of **30** days after the date of Proposal Submission. **Certificate of Incorporation/Registration** • Company Name • Registration Number • Date of Incorporation • Type of Entity (e.g., Private Limited, Public Limited, Partnership) **For Property Owners** • Copy of the Land Registry Document • Copy of the National ID Card of the Property Owner(s) • Property of Multiple Owners, Power of Attorney Letter **For Authorized Agents or Sub Lessors** • Certified copy of the head-lease agreement demonstrating the legal right to sublease the property for the required term. • A written letter of Authorization from the property owners explicitly permitting the sublease of the premises. • Copy of national ID card of the head lessor (property owner) and the sublessor (Agent).
	Additional Documents • Recent photographs of the property (interior and exterior) showcasing the offered rooms, toilets, sitting room.
	Completed Bid Forms A-C Bid Forms, signed by with duly authorized personnel
Additional Notes	- Only one bid per proponent - Late submissions will be disqualified - All communications must be in writing and via email - Bidders must not contact IASL staff outside official channels.
Payment Terms	Currency: MVR Tax Inclusion: Prices inclusive of all applicable taxes Invoice Submission: Monthly invoice submission. Payment Timeline: Within 30 working days of valid invoice Bank Details: To be provided by successful bidder

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1.1. Form A - Related Party Disclosure

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

[Date]

Dear Sir/ Madam,

Project: Provision of Staff Accommodation at Dh. Kudahuvadhoo(Re-Bid)
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).

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1.2. Form B: Litigation/ Arbitration

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

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1.3. Form C: Declaration on Ethical Conduct and Fraud and Corruption

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.

2. Should we become aware of the potential for such a conflict, will report it immediately to ISLAND AVIATION SERVICES LTD.

3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.

4. We understand our obligation to allow ISLAND AVIATION SERVICES LTD to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.

5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of ISLAND AVIATION SERVICES LTD, Client or Employer.

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

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Phone Number: _____