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ISLAND AVIATION SERVICES LIMITED

PRODUCTION AND MANAGEMENT OF AERIAL ISLES, THE MALDIVIAN INFLIGHT MAGAZINE

Request for Proposal

23rd November 2026

Tender no.:	L4-BID NO 65-2026
EOI Registration date	28th November 2026, 14:00 hrs Via email to: procurement.admin@iasl.aero
Information session details	30th November 2026 at 14:00 Hrs Online via Teams
Proposal Submission Date	7th December 2026, 23:59Hrs (GMT+5) Via email to **proc.proposals@iasl.aero** only

Island Aviation Services Ltd. is seeking bids for the items specified in this document. Interested bidders are invited to submit their proposals for the supply of the items as instructed in this document. Please ensure that all submissions comply with the instructions. Failure to comply with the instructions may result in disqualification of the bid.

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1. Background

Island Aviation Services Ltd (IASL) is a hundred percent government owned limited liability company established by a presidential decree on 13th of April 2000. The company was initially established as an airline catering for the ever-growing demand for a domestic transport network. During a span of more than twenty-one years, the company has managed to become an established business operating an international airline all while providing a variety of services within the aviation industry.

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	Production and management of Aerial Isles, the Maldivian inflight magazine
Bid Number	L4-BID NO 65-2026
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
EOI Registration Deadline	28th November 2026, 14:00 Hrs (GMT +5) Via email: procurement.admin@iasl.aero
Contact for Clarifications	Primary: Procurement.admin@iasl.aero CC: mohamed.ziyau@iasl.aero , mohamed.shaee@iasl.aero
Information Session	30th November 2026, 14:00Hrs Online via Microsoft Teams Attendance for this session is mandatory
Proposal Submission	7th December 2026, 23:59Hrs (GMT+5) Via email to proc.proposals@iasl.aero
Proposal Validity Period	Minimum of 90 calendar days from submission deadline
Evaluation Criteria	- Technical: 55% - Financial: 45%
Financial Proposal	Revenue share to IASL, as a percentage (%) of gross advertising revenue. Any amounts in Maldivian Rufiyaa (MVR), inclusive of all applicable taxes
Mandatory Documents	- Cover letter - Company Profile - Certificate of Incorporation/Registration - Tax clearance form (GST/WT ETC) - Audited financial statements (Optional) - Relevant experience letters and publication samples - Creative and editorial proposal - Advertising sales and commercial plan - Financial proposal, revenue share (Form B) - 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
Commercial Model	**Cost to IASL:** None. The Publisher bears all costs of the scope of work **Revenue Share:** Percentage (%) of gross advertising revenue, paid by the Publisher to IASL **Currency:** Maldivian Rufiyaa (MVR) **Payment Schedule:** Revenue share paid for each issue, within 30 calendar days of the end of the issue's on-board period **Reporting:** Monthly advertising sales reports, and an issue statement with each payment **Audit:** IASL may audit all accounts relating to advertising revenue **Late Delivery:** Penalty of MVR 500 per day of delay
Clarification deadline	4th December 2026, 14:00Hrs (GMT+5)

2.2. Schedule of Events

Event	Time	Date
IASL issues RFP	-	23rd November 2026
EOI (Expression of Interest) Deadline	14:00	28th November 2026
Information Session	14:00	30th November 2026
Deadline for submission of Proposals	23:59	7th December 2026
Estimated Proposal evaluation completion time and IASL notify the winning bidder.	-	20th December 2026

3. Services required

Island Aviation Services Ltd. (IASL) invites interested parties to submit their proposal for the editorial, design, photography, printing, distribution, digital publishing and advertising sales management of Aerial Isles, the inflight magazine of Maldivian. The magazine is published every two months, in print and as a digital edition for the new Maldivian website and mobile app and for IASL's inflight entertainment systems. It is produced at no cost to IASL: the appointed Publisher funds all costs from advertising revenue and pays IASL a share of the gross advertising revenue. The first issue under this contract (April to May 2027) must be on board by 1 April 2027.

4. Eligible Bidders

4.1 This bid is open only to local publishers, creative agencies and media companies registered under the Business Registration Act of the Maldives, with their own operational office in the Maldives. International companies are not eligible to bid.

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 freelancer or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

4.4 Bidder shall be an interested party that has registered through an Expression of Interest (EOI) by email in the stipulated time (a "Registered Party").

4.5 The bidder shall have been in operation for a minimum of three (3) years from the date of this RFP, and shall be registered with the Maldives Inland Revenue Authority (MIRA).

4.6 The bidder shall be eligible under the laws and regulations of the Republic of Maldives and as such shall be operating under commercial law.

4.7 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.

4.8 The bidder shall have the expertise and resources to carry out the work required.

4.9 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 and sign and submit the Form A (Bid Application Form)

ii. Bidders who offer additional or alternative conditions shall clearly state those in their proposals.

b) Evaluation of Proposals

Points will be given to proposals as outlined in *Clause 8. Evaluation criteria*. All the proposals will be ranked in descending order based upon total score and the party who scores highest points will be awarded the contract.

c) Language of Proposal

The proposal documents must be written in English (UK).

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* and *mohamed.shaee@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.

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 Proposal 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 proposal 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 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.

o) This Request for Proposal (RFP) issued by IASL is not a binding agreement or offer. Its purpose is to provide information to help interested parties prepare their proposals. IASL may modify or update the RFP at its discretion and is not obligated to select based on the proposals received. IASL reserves the right to reject any or all proposals, withdraw or annul the RFP process at any time, and is not liable for any consequences of such actions.

p) In the event that IASL and the Respondent with the most advantageous proposal fail to finalize and execute a contract within a reasonable timeframe, IASL reserves the right to initiate negotiations with the Respondent presenting the next most advantageous proposal. Should IASL and this subsequent Respondent fail to reach agreement, the same procedure shall apply to the next highest-ranked Respondent in accordance with the evaluation results until a contract is successfully executed.

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	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	Certificate of Incorporation/Registration	Certified copy of the company / SP (Sole Proprietor) incorporation or registration document.	Mandatory
3	Company Profile	The profile of the Company should include the following. The organizational capacity and structure: Proposed project team (minimum: a managing editor or editor-in-chief with at least 5 years' experience, an art director or senior designer, writers, a photographer and an advertising sales lead), with CVs Number of years in operation (minimum 3 years in operation) Location of office(s) in the Maldives Printing partner (name, location and printing capability), and any other services to be subcontracted List of current clients and publications	Mandatory
4	Tax clearance certificate	(GST/WT ETC. if tax applicable)	Mandatory
5	Financial proposal (revenue share)	• The revenue share offered to IASL, as a percentage (%) of gross advertising revenue from the print and digital editions, stated in Form B. The	Mandatory

		magazine is produced at no cost to IASL. • Bid must remain valid for a period of 90 days after the date of Proposal Submission. • The Publisher shall bear all costs of the Scope of Work (Clause 9), including content, photography, design, printing, delivery, digital editions and advertising sales. IASL will not be liable to make any payment for services within the scope of work.	
6	Audited Financial Statements	Provide audited financial statements of 2024 and 2025 to indicate financial strength of the company to execute a project of this nature. • Summary of audited financial statements (Report of independent auditors' opinion) • Audited balance sheets, Income Statements, Cash flow statements	**Optional**.
7	Relevant experience of Company / Firm	• Up to 5 similar magazine or publication projects (preferably inflight, aviation, hospitality or travel magazines) with letters of completion stating the value of the project and printed or digital samples of the publications. • If past experiences are not accompanied by an official letter of completion by the client, the bidder will not be awarded marks for this category. • 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**
8	Creative and editorial proposal	• Design concepts (not wireframes) for Aerial Isles, based on the Maldivian brand, including: • (1) Three (3) cover concepts; • (2) Two (2) double-page feature spreads with sample text and photography; • (3) One (1) regular section page (for example Maldivian news) and one (1) advertising page layout. • An editorial plan for the first year (six issues), with proposed sections, themes and feature ideas for each issue. • The designs are used for technical evaluation only and will not be used by IASL unless the bidder is awarded the contract.	Mandatory

9	Advertising sales and commercial plan	• A plan describing how the bidder will sell and manage advertising in the print and digital editions: target advertisers and sectors, sales team, proposed rate card, digital advertising packages, and projected advertising revenue per issue for the contract term. Details of advertising sales achieved on comparable publications in the past three years, including revenue achieved per issue or per year, key advertisers, and supporting documents such as advertiser letters or audited sales statements. Commercial information submitted will be kept confidential and used for evaluation purposes only. • The invoicing, collection and reporting process, and how the bidder will keep advertising within the limits set in Clause 9.2.	Mandatory
10	Bid Forms (From A-G)	Bid Forms, signed by duly authorized personnel	Mandatory

8. Evaluation Criteria

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

8.1. Technical Scoring (55%)

For the technically compliant RFPs, a technical score will be given for the quality of materials provided. Each criterion below is scored out of the points shown (total 100 points), and the total is converted to the 55% technical weight. Only bids scoring at least 60 of the 100 technical points will proceed to financial evaluation.

Technical Scoring (55%)		
Criteria	**Weight**	**Details**
Creative and editorial proposal	35 points	Quality of the cover concepts, feature spreads and first-year editorial plan: modern and premium look, strength of storytelling and photography, use of the Maldivian brand, and relevance to Maldivian's passengers. Scored by the evaluation panel: Excellent 30 to 35, Good 22 to 29, Fair 12 to 21, Poor 0 to 11.
Relevant experience	25 points	Up to 5 similar magazine or publication projects within the past 5 years, confirmed by a valid letter of completion from the client and samples of the work (maximum 5 letters counted). Experience stated in a table or other format without the client's letter will not be counted. The evaluation panel reviews each project individually for design quality and relevance. Inflight and aviation publications score highest, followed by hospitality and travel magazines. IASL may contact these clients directly to check references.

		Score basis: each project is scored out of 5: inflight or aviation publication, up to 5; hospitality or travel magazine, up to 4; other lifestyle or corporate publication, up to 3. The five project scores are added together to a maximum of 25. A project without samples of work, or without the client's letter of completion, scores 0.
Advertising sales and commercial plan	20 points	Past advertising sales performance (8 points): advertising revenue achieved on comparable publications over the past three years, key advertisers secured, and advertiser or client references. Proposed plan (12 points): credibility of the advertising sales plan, rate card, revenue projections and the digital advertising offer.
Project team	20 points	Experience of the proposed managing editor, art director, writers, photographer and advertising sales lead, supported by CVs, work experience letters and portfolios.
Total technical points	**100 points**	Technical Score = (Total technical points / 100) × 55

8.2. Financial Scoring (45%)

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 (45%)		
Criteria	**Weight**	**Details**
Revenue share	45%	• Revenue share offered to IASL in Form B, as a percentage (%) of gross advertising revenue. • Formula: The bid offering the highest revenue share will receive the maximum score of forty-five (45), and points will be allocated to other bids according to the below formula. • [(Revenue share offered by the bid under consideration / Highest revenue share offered among the bids considered for financial evaluation) x 45]

8.3. Combined Scoring (100%)

For each bidder, the score received for the 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

IASL requires an experienced publisher to produce Aerial Isles, the Maldivian inflight magazine, in print and digital editions, and to manage its advertising sales on a revenue share basis at no cost to IASL. The scope of work and requirements are set out below.

Objective: To produce a high-quality, bi-monthly inflight magazine that gives Maldivian's passengers an engaging read about the Maldives, showcases the airline's network and services, and offers advertisers a premium platform, with the first issue on board by 1 April 2027.

9.1 Key Responsibilities:

1. Editorial and content
    a. Prepare an annual editorial calendar and content plan with IASL, with a theme and feature plan for each issue aligned with Maldivian's network, campaigns and seasons.
    b. Submit the editorial line-up and a synopsis of each article to Maldivian's Marketing department at least 12 weeks before each issue's on-board date.
    c. Develop and write original content (articles, features, interviews, testimonials, statements and success stories) showcasing the Maldives, its hospitality scene and the industries that support tourism, identifying and interviewing relevant experts and personalities.
    d. Regular sections will be agreed with IASL and may include: a welcome message from the Managing Director, Maldivian news, destinations, resorts and hospitality, culture and people, experiences, business, events, Maldivian services (Maldivian Seaplane, Maldivian Holidays, lounges and cargo) and travel information, including the network map.
    e. Include all mandatory content supplied by IASL in every issue, together with a high standard of general editorial features illustrated with full-colour photographs and illustrations.
    f. Be responsible for the accuracy, timeliness and appropriateness of all editorial content, including fact checking. Maldivian has full control to change any proposed content, suggest editorial topics and request revisions to any article or layout.
    g. Provide professional editing and proofreading in British English, with unlimited rounds of revision until IASL approval before print.
    h. Ensure all content respects Maldivian law, culture and religion, and is not political, offensive or contrary to Maldivian's brand values.
2. Design and photography
    a. Design every issue in line with the Maldivian brand guidelines and colour palette. The design should be minimal, modern, premium and attractive to the target readers.
    b. Provide art direction, layout, illustration and infographics for every issue, and three (3) cover design concepts for each issue for IASL's selection.
    c. Produce original, high-quality photography for features. All stock images must be licensed.
    d. Design layouts that also work in the digital edition, including on mobile screens.
    e. Supply print-ready PDF files (with bleed) and editable source files for every issue.
3. Printing and distribution
    a. Print each issue to the specifications in Clause 9.2, with a printer with proven experience in magazine printing. The printing partner must be named in the proposal.
    b. Supply a physical proof of the full magazine for IASL approval before the print run of each issue.
    c. Pack and deliver printed copies to IASL's Head Office and other offices designated by IASL, with a delivery note, by the agreed date and at the Publisher's cost.
    d. Reprint at the Publisher's cost any copies rejected by IASL for not meeting the specifications or for printing defects.
4. Digital edition
    a. Supply every issue as a digital edition at the same time as print: a full PDF edition, and article content (text and images) for the Aerial Isles section and magazine reader of the new Maldivian website and app, in the formats agreed with IASL, the Website Provider and the App Provider.
    b. Supply the digital edition in a format that supports the inflight entertainment (IFE) systems used by IASL.

   c. Include digital advertising in the digital edition where possible (for example clickable advertisements and sponsor links).
   d. Keep an archive of all issues and hand it over to IASL at the end of the contract.

5. Advertising sales and management
   a. Sell advertising space in the print and digital editions. All sales costs are borne by the Publisher.
   b. Publish a rate card for prospective advertisers each year, agreed with IASL and based on the benchmark rates of similar magazines.
   c. A general discretion to give discounts is allowed, and the reason for each discount must be briefly explained in the monthly sales report. Extensive discounts, or discounts over an extended period (including ongoing premium placements at much reduced rates), require IASL's prior approval.
   d. Reserve complimentary pages in every issue for Maldivian's own advertising, as stated in Form B.
   e. Keep advertising within the limits in Clause 9.2. Advertorials must be clearly labelled as advertising and count towards the advertising share.
   f. Follow IASL's guidelines on unacceptable advertisers and advertisements. IASL may refuse any advertiser or advertisement it considers offensive, inappropriate or not in keeping with the airline's brand values and customer tastes.
   g. Invoice advertisers and collect payment. Bad debts are borne by the Publisher and do not reduce the revenue share payable to IASL.
   h. Provide monthly advertising sales reports declaring revenue by advertiser, all discounts given, commissions paid to media representatives, advertising agencies or other parties, and the foreign exchange rates used.

6. Languages
   a. Publish the magazine in English (UK). Translation of the magazine, or selected sections, into languages of Maldivian's markets (for example Simplified Chinese) may be requested by IASL, priced as an optional item in Form B, and must be done by professional native-speaker translators.

7. Project management and reporting
   a. Assign a dedicated managing editor as the single point of contact for IASL, and follow the production schedule in Clause 9.3 for each issue.
   b. Communicate progress to IASL at least fortnightly until each issue is published.
   c. Provide a short report after each issue: copies printed and delivered, advertising pages and revenue, editorial to advertising ratio, and digital readership where available.
   d. Hold an annual review with IASL of the magazine's performance, and agree the plan for the following year.

9.2 Specifications:

Criteria	Details
Frequency	Bi-monthly (every two months), six issues a year
Language	English (UK). Capacity to translate into languages of Maldivian's markets will be an advantage
Colour	Full colour (both sides)
Size	195 mm x 255 mm
No. of pages	48 to 60 (final page count agreed for each issue)
Inner pages	100 / 130 gsm matt art paper
Cover page	260 gsm with matt lamination (non-glossy, non-greasy finish)
Advertising content*	Not more than 40%
Finishing	Perfect bound
Quantity	2,000 copies per issue (may be increased or decreased as required by IASL)
Date of delivery	As per the production schedule in Clause 9.3

*Advertising content: the ratio of editorial content to advertising content shall be at least 60:40, and at no stage shall advertising content exceed editorial content. Half-page advertisements shall be less than 10% of the total number of advertisements in each issue. Quarter-page advertisements are not permitted.

9.3 Production Schedule:

Issues are on board on 1 February, 1 April, 1 June, 1 August, 1 October and 1 December. The first issue under this contract is April to May 2027. Each issue follows the schedule below, counted back from the on-board date.

Step	Timing (before on-board date)	Responsibility
Editorial line-up and article synopses submitted	12 weeks	Publisher
Editorial line-up approved	11 weeks	IASL
Mandatory content supplied	8 weeks	IASL
Advertising booking deadline	6 weeks	Publisher
First layouts and three cover concepts submitted	6 weeks	Publisher
Revisions completed and final proofs approved	4 weeks	IASL and Publisher
Physical proof approved and print run	3 weeks	IASL and Publisher
Printed copies and digital edition files delivered to IASL	1 week	Publisher
Issue on board, and live on the website, app and IFE	On-board date	IASL

9.4 Other Terms:

- The Publisher shall obtain all permissions, consents, licences and rights needed to produce and publish the magazine, and pay all related fees, licences and royalties.
- It is the responsibility of the Publisher to ensure the deliverables do not contain intellectual property that breaches a third party's rights.
- All copyright and other rights in the content created for the magazine (text, photographs, illustrations, maps and designs) shall be solely and exclusively owned by IASL. The Publisher shall assign all intellectual property rights to IASL, including the right to use, reproduce, modify, publish, license and otherwise deal with the content, for commercial and non-commercial purposes.
- IASL may reproduce any article, photograph, map or illustration created for the magazine in any other Maldivian medium or platform, including the website, app and social media. The magazine title Aerial Isles and its masthead remain the property of IASL.

- The Publisher must inform IASL of any subcontracting of its obligations to third parties. IASL may refuse consent where it reasonably believes the subcontracting will affect performance or conflict with IASL's interests.
- An issue is accepted when IASL has approved the final proof and the physical proof in writing, and the printed copies and digital edition have been delivered in full and on time.
- IASL may terminate the contract, after written notice and 30 days to remedy, if the Publisher repeatedly misses delivery dates, breaches the advertising content limits or fails to pay the revenue share when due.
- At the end of the contract, the Publisher shall hand over all source files, photographs and the issue archive, and a list of advertising booked for future issues.

9.5 Responsibilities of IASL:

- IASL shall provide full cooperation in facilitating the Services.
- IASL shall provide all the available relevant data, information and details that are deemed by IASL to be useful for the Consultant to perform and provide the Services effectively and efficiently.
- IASL shall provide a focal point or Project Manager etc. who is well versed with the Services for smooth progress of the Services
- IASL shall provide the Maldivian brand guidelines, logos and mandatory content for each issue, place the magazine on board and in its lounges, and coordinate with the Website Provider and App Provider to publish the digital edition.
- IASL shall provide air travel for editorial assignments to destinations within the Maldivian network, subject to availability, and may arrange accommodation at selected destinations through IASL's corporate partners (terms and conditions apply).
- IASL shall review and approve the editorial line-up, layouts and final proofs within five business days, unless otherwise agreed.

9.6 Duration of the Services:

- The commencement of services (the "Effective Date") shall begin upon signing of the contract. The contract term is three (3) years from the Effective Date, covering eighteen (18) bi-monthly issues, with the first issue (April to May 2027) on board by 1 April 2027.
- Key dates: contract signing by 20 December 2026; editorial line-up and article synopses for the first issue by 7 January 2027; final proofs approved by 4 March 2027; printed copies delivered by 25 March 2027; first issue on board by 1 April 2027.
- IASL reserves the right to extend the contract duration, if necessary, subject to mutual agreement with the Publisher.
- The Publisher 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.

9.7 Commercial model, revenue share and payments:

1.1. Commercial model:

- The magazine shall be produced at no cost to IASL. The Publisher shall bear all costs of the Scope of Work, including content, photography, design, translation, printing, delivery, digital editions and advertising sales, and shall recover these costs from advertising revenue.

- In return, the Publisher shall pay IASL the revenue share percentage stated in Form B on the gross advertising revenue of every issue, in print and digital, including sponsorships and advertorials.
- Gross advertising revenue means the total amount invoiced to advertisers, before deduction of any agency commissions, discounts, sales costs or other expenses. Bad debts are borne by the Publisher.
- The revenue share percentage shall be firm and final for the contract term. No variation will be accepted after the contract is signed.
- The Publisher's costs must include all out-of-pocket expenses, including travel, accommodation and any other costs required to deliver the services, except the air travel and accommodation provided by IASL under Clause 9.5.
- The Publisher shall bear any risks associated with currency exchange rate fluctuations.
- Taxes must be clearly indicated or itemised separately in the Financial Proposal (Form B).

1.2. Revenue share payments and reporting:

- The Publisher shall pay the revenue share to IASL in Maldivian Rufiyaa (MVR) via cheque or electronic funds transfer.
- The revenue share for each issue shall be paid within 30 calendar days of the end of that issue's two-month on-board period, together with a statement of the advertising revenue for the issue.
- The Publisher shall provide monthly advertising sales reports declaring all discounts given, commissions paid to media representatives, advertising agencies or other parties, and the rates used for foreign currency exchange, where any occur.
- IASL reserves the right to audit all accounts relating to advertising revenue from the magazine, on reasonable notice to the Publisher.
- Late delivery: a penalty of MVR 500 will be charged for each day an issue is delivered after the agreed date. If the work is not completed within the agreed period, IASL has the right to cancel the contract.
- A penalty may be imposed for each item or service that does not comply with the requirements of this RFP and the contract. Penalties shall be added to the revenue share payable to IASL.
- In case of any discrepancies or errors in a statement or payment, IASL will notify the Publisher, 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 Publisher's negligence or non-compliance shall be borne solely by the Publisher.

10. Bid Forms A-G

Form A - Bid application form

Description of Work:	Production and management of Aerial Isles, the Maldivian inflight magazine
Bid to:	Island Aviation Services Ltd
Address:	Island Aviation Services Limited, M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives

Having reviewed the Request for Proposal (RFP), including the terms of reference, technical specifications, and submission requirements for Production and management of Aerial Isles, the Maldivian inflight magazine, I/we, the undersigned, hereby submit our proposal in full compliance with the stated terms and conditions.

Our proposal includes the following deliverables:

We propose to deliver the above scope of work at no cost to IASL, and to pay IASL a revenue share of:

…… % of gross advertising revenue (print and digital editions)

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 - Financial Proposal (Revenue Share)

Production and management of Aerial Isles, the Maldivian inflight magazine	
Item Description	**Bidder's offer**
A. Revenue share (evaluated)	
1. Revenue share payable to IASL, as a percentage (%) of gross advertising revenue (print and digital, including sponsorships and advertorials)	…… %
B. Commercial information (not evaluated; assessed as part of the advertising sales and commercial plan)	
2. Projected gross advertising revenue per issue (MVR)	
3. Projected revenue share payable to IASL, Year 1 (MVR)	
4. Minimum guaranteed revenue share per year, if offered (MVR)	
5. Proposed rate card: full page (MVR)	
6. Proposed rate card: double page spread (MVR)	
7. Proposed rate card: inside front cover, inside back cover and outside back cover (MVR, each)	
8. Proposed rate card: advertorial, per page (MVR)	
9. Proposed digital advertising package, per issue (MVR)	
10. Complimentary pages per issue for Maldivian's own advertising (number of pages)	
C. Optional items, cost to IASL if requested (not evaluated)	
11. Additional printed copies beyond 2,000 per issue (MVR per 1,000 copies)	
12. Simplified Chinese edition or section, per issue (MVR)	

Note: Only the revenue share percentage in item 1 is evaluated under the financial score. All MVR amounts shall be inclusive of all applicable taxes.

Revenue share terms: the revenue share shall be paid to IASL in Maldivian Rufiyaa (MVR) for each issue, within 30 calendar days of the end of the issue's on-board period, with a statement of the advertising revenue for that issue. The magazine is produced at no cost to IASL, and IASL will not make any payment to the Publisher for services within the scope of work.

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

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Date	

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Form C - Related Party Disclosure

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

[Date]

Dear Sir/ Madam,

Project: Production and management of Aerial Isles, the Maldivian inflight magazine

Subject: Related Party Disclosure

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

Name of the Related Party	Designation of the Related Party	Relationship

Yours sincerely,

[Name of signatory]
[Title]

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

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

Bidder Information

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

Legal Status of the Company

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

Registration Details

Business Registration Number	
Date of Registration	
Country of Registration	

Contact Person

Full Name	
Designation	
Phone Number	
Email Address	

Declaration

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

Name: _____
Designation: _____
Date: _____

Authorized Signature: _____

Form E: Experience Records

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

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

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:	

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Form G: Declaration on Ethical Conduct and Fraud and Corruption

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

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

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

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

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

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

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Phone Number: _____

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11. Submission Checklist

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 registration
☐ Tax registration (GST/WT ETC. if tax applicable)
☐ Company profile
☐ Financial proposal, revenue share (Form B)
☐ Audited financial statements (Optional)
☐ Relevant experience letters and publication samples
☐ Creative and editorial proposal
☐ Advertising sales and commercial plan
☐ Bid forms (A-G)

Additional Notes

☐ Ensure one bid per proponent
☐ Revenue share stated as a percentage (%); any amounts in 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