



REQUEST FOR PROPOSAL (RFP)

Lease of Unit for the Provision of Electronics / phone repair shop from Port Residence (Tower M) Commercial

PROPOSAL REFERENCE NUMBER:

HDC(161)-BDS/IU/2026/54

ANNOUNCEMENT DATE:

22nd February 2026

PROPOSAL SUBMISSION DEADLINE:

30th March 2026



A handwritten signature in black ink, appearing to read 'Amir', is positioned above the website address.

properties.hdc.com.mv

TABLE OF CONTENTS

SECTION I. INSTRUCTIONS TO PROPONENTS (ITP) 3

SECTION II. RFP DATA SHEET 17

SECTION III. LESSOR’S REQUIREMENTS 19

1. SCOPE OF WORK 19

2. USAGE..... 19

3. BUSINESS MODEL 19

4. LEASE PERIOD 19

5. LEASE RATES & GRACE PERIOD..... 19

6. ESTIMATED INVESTMENT COST..... 19

7. UNIT DETAILS 20

SECTION IV. QUALIFICATION AND EVALUATION CRITERIA 21

1. QUALIFICATION CRITERIA..... 21

2. EVALUATION CRITERIA 22

SECTION V. BUSINESS PROPOSAL REQUIREMENT 25

1 BID SECURITY AS IN FORM 01 25

2 LETTER OF PROPOSAL AS IN FORM 02..... 25

3 LEGAL DOCUMENTS:..... 25

4 FINANCIAL DOCUMENTS 25

5 BUSINESS PLAN..... 27

6 PROPOSAL CHECKLIST..... 27

SECTION VI. CONTRACT TERMS 37

SECTION VII. DRAWINGS AND GUIDELINES 42

1. DRAWINGS 42

SECTION I. INSTRUCTIONS TO PROPONENTS (ITP)

| A. GENERAL | | |
|--------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Scope of Proposal | 1.1 | <p>The Lessor;</p> <p>HOUSING DEVELOPMENT CORPORATION LIMITED an incorporated limited liability company operating under the registration number C793/2008 and having its registered office at HDC Building, 3rd Floor, Hulhumalé Republic of Maldives (hereinafter called and referred to as “the Lessor”,) issues this Request for Proposal (RFP). The name of the Project and Proposal Reference Number of this RFP is provided in the RFP Data Sheet.</p> |
| | 1.2 | <p>Throughout this RFP Documents:</p> <p>(a) the term “in writing” means communicated in written form and delivered against receipt;</p> <p>(b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and</p> <p>(c) “day” means calendar day.</p> |
| 2. Corrupt and Fraudulent Practices | 2.1 | <p>It is a requirement of the Lessor that proponents, developers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during RFP process and execution of Works. In pursuance of this policy, the Lessor:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(i) “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and</p> <p>(ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of HDC, and includes</p> |

| | | |
|--------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>collusive practice among Proponent (prior to or after Proposal submission) designed to establish Proposal prices at artificial noncompetitive levels and to deprive HDC of the benefits of free and open competition.</p> <p>(b) will reject a proposal for award if it determines that the proponent recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>(c) will sanction a firm or individual, at any time including declaring such firm or individual ineligible, either indefinitely or for a stated period of time: to be awarded a contract from Lessor.</p> <p>(d) will terminate the contract after having given fourteen (14) days' notice to the Proponent.</p> |
| <p>3. Eligible Proponents</p> | <p>3.1</p> | <p>A Proponent must be a registered business (sole trader, partnership or limited liability company) – subject to ITP 3.2 and ITP 3.3.</p> |
| | <p>3.2</p> | <p>Unless otherwise specified in the RFP data sheet, in case a Joint Venture (JV) is proposed by Proponent(s) the minimum percentage of equity share proportion of local partner(s) in a JV shall not apply.</p> |
| | <p>3.3</p> | <p>A Proponent shall not have a conflict of interest. Any Proponent found to have a conflict of interest shall be disqualified. A Proponent may be considered to have a conflict of interest for the purpose of this RFP process, if the Proponent:</p> <ul style="list-style-type: none"> (a) directly or indirectly controls, is controlled by or is under common control with another Proponent; (b) receives or has received any direct or indirect subsidy from another Proponent; or (c) has a relationship with another Proponent, directly or through common third parties such as shareholders, and external financiers; |

| | | |
|-------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>excluding financial institutions who fund for the project for more than one proponent, that puts it in a position to influence the proposal of another Proponent, or influence the decisions of the Lessor regarding this RFP process; or</p> <p>(d) submits more than one proposal for a unit in this RFP process by business entity. Participation by a Proponent in more than one Proposal will result in the disqualification of all Proposals in which such Proponent is involved.</p> |
| | 3.4 | A Proponent shall not be under suspension from proposal submission by the Lessor. |
| | 3.5 | A Proponent shall provide such evidence of eligibility satisfactory to the Lessor, as the Lessor shall reasonably request. |
| | 3.6 | Employees of HDC shall not be eligible to submit any proposals under this RFP |
| | 3.7 | <p>If a proponent has a relation with an employee within HDC, that is in a position to influence the proposal of the proponent, or influence the decisions of the Lessor regarding the RFP process, the proponent shall declare the relationship as per the Declaration Form in Section V.</p> <p>In case where the Proponent has not declared such information and any such information is revealed/identified at any stage of this RFP Process, Lessor has the right to disqualify the submitted proposal.</p> |
| B. CONTENTS OF RFP DOCUMENTS | | |

| | | |
|-----------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Sections of RFP Documents</p> | <p>4.1</p> | <p>The RFP Documents include all the Sections specified below, and should be read in conjunction with any Addenda issued in accordance with ITP 6.</p> <ul style="list-style-type: none"> • Section I. Instructions to Proponents (ITP) • Section II. RFP Data Sheet • Section III. Lessor’s Requirements • Section IV. Qualification and Evaluation Criteria • Section V. Business Proposal Requirement • Section VI. Contract Terms • Section VII. Drawings and Guidelines |
| | <p>4.2</p> | <p>Unless obtained directly from the Lessor, the Lessor is not responsible for the completeness of the RFP Documents, responses to requests for clarification, or Addenda to the RFP Documents in accordance with ITP 6. In case of any contradiction, documents obtained directly by the Lessor shall prevail.</p> |
| | <p>4.3</p> | <p>The Proponent is expected to examine all instructions, forms, terms, and specifications in the RFP Documents. Failure to furnish all information and documentation required in RFP Documents as per ITP 4.1 may result in rejection of the proposal.</p> |
| <p>5. Clarification of RFP Documents, Pre-Proposal Meeting</p> | <p>5.1</p> | <p>A Proponent requiring any clarification of the RFP Documents shall contact the Lessor in writing at the Lessor’s address specified in the RFP Data Sheet or raise its enquiries during the Pre-Proposal Meeting, if provided for in accordance with ITP 5.2. The Lessor will respond in writing to any request for clarification, provided that such request is received no later than the enquiry deadline specified in the RFP Data Sheet. The Lessor shall promptly publish its response at the web page specified in the RFP Data Sheet. Should the clarification result in changes to the essential elements of the RFP Documents, the Lessor shall amend the RFP Documents following the procedure under ITP 6 and ITP 16.2.</p> |

| | | |
|--------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 5.2 | If so, specified in the RFP Data Sheet , the Proponent's designated representative is invited to attend a pre-proposal meeting. The purpose of the meeting will be to provide information about the project, proposal procedures, clarify issues and to answer questions on any matter that may be raised at that stage. |
| | 5.3 | Minutes of the pre-proposal meeting, if applicable, including the text of the questions asked by Proponents, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be published promptly in webpage in accordance to ITP 5.1. Any modification to the RFP Documents that may become necessary as a result of the pre-proposal meeting shall be made by the Lessor exclusively through the issue of an Addendum pursuant to ITP 6 and not through the minutes of the pre-proposal meeting. Nonattendance at the pre-proposal meeting will not be a cause for disqualification of a Proponent. |
| 6. Amendment of RFP Documents | 6.1 | At any time prior to the deadline for submission of proposal, the Lessor may amend the RFP Documents by issuing addenda. |
| | 6.2 | Any addendum issued shall be part of the RFP Documents and shall promptly publish the addendum on the Lessor's web page in accordance with ITP 5.1. |
| | 6.3 | To give Proponents reasonable time in which to take an addendum into account in preparing their proposal, the Lessor may extend the deadline for the submission of proposal, pursuant to ITP 17.2. |
| C. PREPARATIONS OF PROPOSALS | | |
| 7. Cost of Proposal | 7.1 | The Proponent shall bear all costs associated with the preparation and submission of its proposal, and the Lessor shall not be responsible or liable for those costs, regardless of the conduct or outcome of the RFP Process. |
| 8. Language of Proposal | 8.1 | The RFP, as well as all correspondence and documents relating to the RFP exchanged by the Proponent and the |

| | | |
|---------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Lessor, shall be written in the ENGLISH or DHIVEHI language. |
| 9. Documents Comprising the Proposal | 9.1 | <p>The Proposal shall comprise the following:</p> <ul style="list-style-type: none"> (a) Bid Security in accordance with ITP 13; (b) Written confirmation authorizing the signatory of the Proposal to commit the Proponent, in accordance with ITP 15.2 and ITP 15.3; (c) Business Proposal Requirement stipulated in Section V; (d) In the case of a Proposal submitted by a Joint Venture (JV), the JV agreement or letter of intent to enter into JV including but not limited to scope of works to be executed by respective partners and equity share percentage of the respective partners; (e) Any other document required in RFP data sheet. |
| 10. Letter of Proposal | 10.1 | The Letter of Proposal shall be prepared using the Form 02 in Section V. The form must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. |
| | 10.2 | The Proponent shall quote prices conforming to the requirements specified in Section III. |
| 11. Currencies of Proposal | 11.1 | The currency(ies) of the proposal are to be quoted in Maldivian Rufiyaa (MVR). |
| 12. Period of Validity of Proposals | 12.1 | Proposal shall remain valid for the period specified in the RFP Data Sheet . A proposal valid for a shorter period shall be rejected by the Lessor as non-responsive. |
| 13. Bid Security | 13.1 | The Proponent shall furnish as part of its proposal, a bid security in original form and in the amount and currency specified in the RFP Data Sheet . |
| | 13.2 | The Bid Security shall be valid for the period specified in the RFP Data Sheet . |
| | 13.3 | The Bid Security shall be a demand guarantee in forms of an unconditional guarantee issued by a locally |

| | | |
|-------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | registered Bank or financial institution (such as an insurance, bonding or surety company). The bid security shall be submitted as per Form 01 in Section V. |
| | 13.4 | The Bid Security of a JV shall be in the name of the JV that submits the bid. If the JV has not been legally constituted into a legally enforceable JV at the time of bidding, the bid security shall be in the names of all future members as named in the letter of intent referred to in ITP 3.1 and ITP 9.1 |
| | 13.5 | Any proposal not accompanied by a substantially responsive bid security shall be rejected by the Lessor as non-responsive. |
| | 13.6 | The Bid Security of the successful Proponent shall be returned as promptly as possible once the successful Proponent has signed the Contract. |
| | 13.7 | The Bid Security of unsuccessful Proponents shall be returned as promptly as possible upon the successful Proponent's signing the Contract. |
| | 13.8 | The Bid Security may be forfeited or the Bid Securing Declaration Executed: (a) If the proponent withdraws its Proposal during the period of Proposal validity specified by the Proponent in the Letter of Proposal; or (b) If the successful proponent (i) fails or refuses to pay lease deposit, or (ii) fails to execute the terms and conditions of the conditional award of the Lessor. |
| 14. Format and Signing of Proposal | 14.1 | The Proponent shall submit one original of the documents comprising the proposal as described in ITP 9.1. |
| | 14.2 | The original and all copies of the proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Proponent. This authorization shall consist of a written confirmation of a Power of Attorney to sign on behalf of the Proponent. The name and position held by each person signing the authorization must be typed or printed below the |

| | | |
|--|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | signature. All pages of the proposal where entries or amendments have been made shall be signed or initialed by the person signing the proposal. |
| | 14.3 | In case the Proponent is a JV, the Proposal shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives. |
| | 14.4 | Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the proposal. |

D. SUBMISSION AND OPENING OF PROPOSALS

| | | |
|---------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. Sealing and Marking of Proposals | 15.1 | <p>Proponents shall submit their proposal by mail or by hand. If so, specified in the RFP Data Sheet, Proponents shall have the option of submitting their Proposal electronically. Procedures for submission, sealing and marking are as follows:</p> <p>(a) Proponents submitting Proposal by mail or by hand shall enclose the original of the Bid in one sealed single envelope, duly marking the envelope as "ORIGINAL BID".</p> <p>(b) Proponent submitting Proposal electronically shall follow the electronic bid submission procedures specified in the RFP data sheet.</p> |
| | 15.2 | <p>The sealed envelope shall:</p> <p>(a) bear the name and address of the Proponent;</p> <p>(b) bear the name of the Project and shall be addressed to the Lessor;</p> <p>(c) bear the specific proposal reference number of this RFP process indicated in RFP Data Sheet;</p> <p>(d) bear the name, address and contact number and contact person of the Proponent.</p> <p>(e) bear a warning not to open before the time and date for proposal opening in accordance with ITP 16.1.</p> <p>(f) include Form 05- Proposal Checklist</p> |



| | | |
|------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 15.3 | If the envelope is not sealed and marked as required, the Lessor will assume no responsibility for the misplacement or premature opening of the proposal. |
| 16. Deadline for Submission of Proposal | 16.1 | Proponents must submit the required documents to the online portal no later than the date and time specified in the RFP Data Sheet. |
| | 16.2 | Proposals must be received by the Lessor at the address and no later than the Proposal Submission date and time specified in the RFP Data Sheet. |
| 17. Late Proposal | 17.1 | The Lessor shall not consider any proposals that arrives after the deadline for submission of proposal specified in ITP 16. Any proposal received by the Lessor after the deadline for submission of proposal shall be declared late, rejected, and returned unopened to the Proponent. |
| 18. Proposal Opening | 18.1 | The Lessor shall open Proposals at the address on the date and time specified in the RFP Data Sheet in the presence of Proponent’s designated representatives and anyone who choose to attend. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITP 15.1, shall be specified in the RFP Data Sheet. |
| | 18.2 | The Lessor shall open the proposals one at a time and read out and record the following (a) the name of the Proponent; (b) the presence of original Bid Security; (c) any other details as the Lessor may consider appropriate. |
| | 18.3 | Only proposals read out and recorded at proposal opening shall be considered for evaluation. No Proposal shall be rejected at the opening except for late proposal in accordance with ITP 16.1 and proposals that are not in accordance with Form 05 – Proposal Checklist. |
| | 18.4 | The Lessor shall prepare a record of the proposal opening that shall include, as a minimum: the name of the Proponent; the Price; and the presence or absence of a bid security, if one was required. The Proponents’ |

| | | |
|---------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>representatives who are present shall be requested to sign the record. The omission of a Proponent's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Proponents who submitted proposal on time.</p> |
| <p>E. EVALUATION AND COMPARISON OF PROPOSALS</p> | | |
| <p>19. Confidentiality</p> | <p>19.1</p> | <p>Information relating to the evaluation of proposals, comparison of proposals and recommendation of contract award shall not be disclosed to Proponents or any other persons not officially concerned with the RFP process until information on Contract award is communicated to all Proponents in accordance with ITP 27.</p> |
| | <p>19.2</p> | <p>Any attempt by a Proponent to influence the Lessor in the evaluation of the proposals or Contract award decisions may result in the rejection of its proposal.</p> |
| | <p>19.3</p> | <p>Notwithstanding ITP 19.2, from the time of proposal opening to the time of Contract award, if a Proponent wishes to contact the Lessor on any matter related to the RFP process, it shall do so in writing.</p> |
| <p>20. Clarification of Proposals</p> | <p>20.1</p> | <p>To assist in the examination, evaluation, and comparison of the proposals, and qualification of the Proponents, the Lessor may, at its discretion, ask any Proponent for a clarification of its proposal, giving a reasonable time for a response. Any clarification submitted by a Proponent that is not in response to a request by the Lessor shall not be considered. The Lessor's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the proposal shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Lessor in the evaluation of the proposals, in accordance with ITP 23.</p> |
| | <p>20.2</p> | <p>If a Proponent does not provide clarifications of its proposal by the date and time set in the Lessor's request for clarification, its proposal may be rejected.</p> |



| | | |
|-----------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>21. Deviations, Reservations, and Omissions</p> | <p>21.1</p> | <p>During the evaluation of proposal, the following definitions apply:</p> <ul style="list-style-type: none"> (a) "Deviation" is a departure from the requirements specified in the RFP Documents; (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the RFP Documents; and (c) "Omission" is the failure to submit part or all of the information or documentation required in the RFP Documents. |
| <p>22. Determination of Responsiveness</p> | <p>22.1</p> | <p>The Lessor's determination of a proposal's responsiveness is to be based on the contents of the proposal itself, as defined in ITP 9.1.</p> |
| | <p>22.2</p> | <p>A substantially responsive proposal is one that meets the requirements of the RFP Documents without material deviation, reservation, or omission.</p> |
| | <p>22.3</p> | <p>A substantially responsive proposal is one that meets the requirements of the RFP Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,</p> <ul style="list-style-type: none"> (a) if accepted, would <ul style="list-style-type: none"> (i) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or (ii) limit in any substantial way, inconsistent with the RFP Documents, the Lessor's rights or the Proponent's obligations under the proposed Contract; or (b) if rectified, would unfairly affect the competitive position of other Proponents presenting substantially responsive proposal. |
| | <p>22.4</p> | <p>If a proposal is not substantially responsive to the requirements of the RFP Documents, it shall be rejected by the Lessor and may not subsequently be made</p> |

| | | |
|----------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | responsive by correction of the material deviation, reservation, or omission. |
| 23. Correction of Arithmetical Errors | 23.1 | <p>Provided that the proposal is substantially responsive, the Lessor shall correct arithmetical errors on the following basis:</p> <ul style="list-style-type: none"> (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Lessor there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above. |
| | 23.2 | Proponents shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITP 23.1, shall result in the rejection of the Proposal. |
| 24. Evaluation of Proposal | 24.1 | The Lessor shall use the criteria and methodologies listed in Section IV. Qualification and Evaluation Criteria. |
| | 24.2 | In the event, the difference in total evaluation scores of two or more Proponents is less than 3% the Proponent proposing the highest revenue (Net Present Value) will be ranked the highest among the Proponents with less than 3% and the rest of the Proponents within this range will be ranked accordingly. |

| | | |
|--------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>25. Lessor’s Right to Obtain Additional Documents</p> | 25.1 | <p>During Evaluation of the Section IV. Qualification and Evaluation Criteria, if additional documents are required for the qualification of the proposal submitted by the Proponent, the Lessor shall have the rights to call for additional documents within a set period of time. As such any documents requested within the evaluation period will not affect the evaluation scoring of a Proposal and shall only be for the purpose of qualifying a submitted proposal.</p> |
| | 25.2 | <p>a) In the event where more than 1 (one) Proposal is received for the RFP, Proponents with higher NPVs are required to submit additional documents in order to qualify, the Lessor shall have the rights to call for additional documents within a set period of time.</p> <p>b) In the event where only 1 (one) Proposal is received for the RFP, the Lessor may call for additional documents within a set period of time in order to save the time of the allocation.</p> |
| | 25.3 | <p>The Lessor shall communicate via email with the Authorized Representative specified in the Proposal by the Proponent if additional documents are required as per ITP 25.1 and ITP 25.2</p> |
| | 25.4 | <p>Proponents who are required to submit additional documents shall submit the documents within the time specified by the Lessor subject to ITP 25.3. Evaluation will be carried out with the initial documents submitted with the Proposal by the Proponents in the event where they fail to submit the required documents.</p> |
| <p>26. Lessor’s Right to Accept Any Proposal, and to Reject Any or All Proposal</p> | 26.1 | <p>The Lessor reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time prior to contract award, without thereby incurring any liability to Proponents. In case of annulment, all proposals submitted and specifically, bid securities, shall be promptly returned to the Proponents.</p> |
| <p>F. AWARD OF CONTRACT</p> | | |

| | | |
|----------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 27. Award Criteria | 27.1 | Subject to ITP 26.1, the Lessor shall conditionally award the Contract to the Proponent(s) whose proposals has been determined to be substantially responsive to the RFP Documents and scored the highest marks as specified in ITP 24, provided further that the Proponent is determined to be qualified to perform the Contract satisfactorily. |
| | 27.2 | In case of multiple units are specified in Section III, the Lessor shall conditionally award the Contract to the Proponents as per evaluation ranking subject to ITP 27.1 |
| 28. Unit Selection | 28.1 | Unit Selection for the Successful Proponents shall be carried out as per procedures specified in the RFP data sheet. |
| 29. Notification of Conditional Award | 29.1 | All communications related to the proposal submitted will be communicated to the Authorized representative |
| | 29.2 | Prior to the expiration of the period of proposal validity, the Lessor shall notify the successful Proponent, in writing, that its proposal has been accepted |
| | 29.3 | Until a formal contract is prepared and executed, the successful Proponents' proposal and the notification of conditional award shall constitute a binding Contract. |
| | 29.4 | Failure of the successful Proponent to fulfill the obligations mentioned in the Conditional Award Letter, or sign the Contract in accordance with ITP 30 shall constitute sufficient grounds for the annulment of the conditional award and forfeiture of the bid security. In that event the Lessor may award the Contract to the next highest evaluated Proponent whose offer is substantially responsive. |
| 30. Signing of Contract | 30.1 | Promptly upon notification of the conditional award, the Lessor shall send the successful Proponent the Contract |
| | 30.2 | Within 7 (seven) days of the success fulfilment of the obligation stipulated in Conditional Award Letter, successful Proponent shall sign the Contract with Lessor. |

SECTION II. RFP DATA SHEET

| A. GENERAL | |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITP 1.1 | Name of the Project: Lease of Unit for the Provision of Electronics / phone repair shop from Port Residence (Tower M) Commercial |
| ITP 1.1 | The Reference Number of Proposal Process is: HDC (161)-BDS/IU/2026/54 |
| ITP 3.2 | Joint Venture share proportion restriction shall not apply. |
| B. CONTENTS OF RFP DOCUMENTS | |
| ITP 5.1 | For clarification purposes only, the Lessor's address is: Sales Housing Development Corporation Ltd. Ground Floor, HDC Building Hulhumalé, Maldives Tel: (+960) 335 3535, Hotline: 1516 E-mail: sales@hdc.mv |
| ITP 5.1 | Webpage: Corporate website - hdc.mv MyHulhumalé Properties website - properties.hdc.mv |
| ITP 5.1 | The deadline for request for clarification is on or before 3rd March 2026 at 14:00hrs |
| ITP 5.2 | The pre-proposal meeting shall take place at the following date, time and place; Date: 1st March 2026 Time: 10:00hrs Place: Online Meeting held via Zoom Interested parties can join pre-proposal meeting via zoom link shared on Invitation for Proposals. In order to minimize technical issues please join the meeting 10 minutes prior to the time. |
| C. PREPARATIONS OF PROPOSALS | |
| ITP 12.1 | Proposal Validity Period: 150 (One Hundred and Fifty) days |

| | |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITP 13.1 | <p>The Amount and Currency of Bid Security shall be MVR 5,000.00 (Maldivian Rufiyaa Five Thousand) or equivalent in United States Dollar (USD).</p> <p>The source of exchange rate shall be Maldives Monetary Authority (MMA) and the date for the exchange rate shall be 14 (fourteen) days before Proposal Submission deadline.</p> |
| ITP 13.2 | <p>Bid Security Validity Period: 180 (One Hundred and Eighty) days from the deadline for submission of Proposals.</p> |
| <p>D. SUBMISSION AND OPENING OF PROPOSALS</p> | |
| ITP 16.1 | <p>Proponents do not have the option of submitting their Proposal Electronically.</p> |
| ITP 16.2 | <p>For proposal submission purpose only, the Lessor Address is:</p> <p>Exhibition Center (Ground Floor) HDC Building Huvandhumaa Hingun Housing Development Corporation Ltd.</p> <p>Date: 30th March 2026 Time: 13:00hrs to 14:00hrs</p> |
| ITP 18.1 | <p>For proposal opening shall take place at:</p> <p>Exhibition Center (Ground Floor) HDC Building Huvandhumaa Hingun Housing Development Corporation Ltd.</p> <p>Date: 30th March 2026 Time: 14:00hrs</p> <p><i>Proposal Opening will be held physically in front of the proponents participating at Proposal Opening.</i></p> |
| <p>E. AWARD OF CONTRACT</p> | |
| ITP 28.1 | <p>Unit selection shall not apply for this RFP.</p> |

SECTION III. LESSOR'S REQUIREMENTS

1. SCOPE OF WORK

Housing Development Corporation (Lessor) is seeking interested parties for the Lease of Unit for the Provision of electronics / phone repair shop from Port Residence (Tower M) Commercial. The selected parties (Lessee) will be responsible for the design, fit-out and operation of the unit for the duration of lease term as per the guidelines set forth by Lessor. The operation of the unit includes but is not limited to, management, administration, supervision and maintenance of the unit.

2. USAGE

2.1 The unit should only be used to operate as electronics / phone repair shop.

3. BUSINESS MODEL

3.1 The Business Model is Lease Model, where the Lessee agrees to pay the proposed Lease to the Lessor.

4. LEASE PERIOD

4.1 The unit will be leased for a period of 05 (five) years. The Lease period will commence for the date of unit Handover.

5. LEASE RATES & GRACE PERIOD

5.1 Proponents shall propose lease rates for a period of five (5) years, in accordance with the details provided in the table below.

5.2 A grace period shall be granted for the unit as indicated in the table below. The grace period refers to the duration during which lease payments are waived, allowing the lessee to carry out fit-out works.

| Unit Number | Area (sqft) | Base Lease Rates (MVR/ per sqft) | Grace Period |
|-------------|-------------|-------------------------------------|--------------|
| PRR01-G-02 | 618.06 | MVR 35.00 | 3 Months |

5.3 The lease rate proposed for each following year shall be equal or higher than the previous year's lease rate. A Proposed lease rate less than the minimum acceptable lease rate shall be disqualified.

6. ESTIMATED INVESTMENT COST

6.1 Estimated Investment Cost and investment rate for the unit is as detailed below; these amounts are derived based on the unit area, unit usage and the scope of work essential for the operation of the unit.

| Unit Number | Estimated Investment Cost (MVR) | Investment Rate (MVR) |
|-------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| PRR02-G-02 | MVR 346,113.60 (Maldivian Rufiyaa Three Hundred Forty-Six Thousand One Hundred Thirteen and Sixty Laari) | MVR 560.00 (Maldivian Rufiyaa Five Hundred and Sixty) |

7. UNIT DETAILS

7.1 The proposal shall provide the details of the units that the proposal is submitted to, following are the details of the unit:

| Unit Number | Usage | Unit Area (sqft) |
|--------------------|---------------------------------|------------------|
| PRR01-G-02 | Electronics / Phone Repair Shop | 618.06 |

Drawings related to the unit will be included in the Section VII. Drawings

SECTION IV. QUALIFICATION AND EVALUATION CRITERIA

This Section contains all the criteria that the Lessor shall use to qualify Proponents and evaluate the proposals. In accordance with ITP 24, no other factors, methods or criteria shall be used. The Proponent shall provide all the information / documents requested in the Section V, Business Proposal Requirements and proposal shall fulfill requirements in accordance with ITP 9.1.

1. QUALIFICATION CRITERIA

Proponents that meet the requirement set in Qualification Criteria of Section IV will be evaluated according to evaluation criteria.

1.1. Financial Resources

- a) Financial resources will be evaluated based on the average bank balance, cash and cash equivalents, receivables, payables, and inventory (if relevant) from audited financial statements depending on the method of financing proposed by Proponents as per Section V. Business Proposal Requirement, Clause 4.
- b) Proponent shall provide proof of funds to finance the full Estimated Investment Cost by the Lessor as per Section III. Lessor's Requirement, Clause 5.
- c) Proponents who do not show proof of funds to finance the proposed investment cost shall be disqualified.
- d) Bank statements will not be considered when evaluating the financial eligibility of the Proponent.

1.2. Outstanding Payment

- a) Proponents shall not have any outstanding payments due to the lessor prior to 30 calendar days from the date of proposal submission.
- b) Proponents who have entered into a settlement agreement with HDC to clear outstanding payments will be considered as having due payments to HDC. Such proponents will only be eligible after clearing the entire due payment agreed under the settlement agreement

1.3. History of Non-Performing Contracts and Compliance with Court Verdicts

- a) Proponents whose agreement has been terminated due to Proponent's non-performance within the last 5 (Five) years will be disqualified.
- b) Proponents who have not complied with any court verdicts in relation to an agreement made with HDC, within the last 5 (Five) years shall be disqualified.

2. EVALUATION CRITERIA

Proposals that meet the requirements set in Qualification Criteria of Section IV will be evaluated based on the following evaluation criteria and points will be allocated as below:

| Criteria | Allocated % |
|------------------|-------------|
| a) Lease Rate | 80% |
| b) Business Plan | 20% |
| Total | 100% |

2.1. Lease Rate – 80%

- 2.1.1. The lease rate shall be proposed as per Section III Lessor’s Requirement, and proposals that are not in accordance with Section III shall result in disqualification.
- 2.1.2. The Lease Rate will be evaluated using the Net Present Value (NPV) of the proposed Lease Rate by the Proponent for the first five years after the grace period.
- 2.1.3. The Proponent with the highest acceptable NPV will be awarded the maximum points allocated under this criterion, and the points will be prorated for the remaining proponents.
- 2.1.4. NPV will be calculated as per the following formula with a discount rate of 10%.

$$\sum_{0}^{n} \frac{I}{(1+r)^n}$$

n= number of years

I = rent proposed per month for each year starting from first year

r= discount rate (10%)

- 2.1.5. Procedure to Eliminate Outliers
 - (a) In evaluation of Lease rate, procedure to eliminate the outliers as per below shall be applied.
 - Lower Quartile (LQ) - 25% percentile
 - Upper Quartile (UQ) - 75% percentile
 - Interquartile Range (IQR) = UQ – LQ
 - **Lower Boundary = Minimum Acceptable Net Present Value (NPV)**
 - **Upper Boundary = UQ + (IQR x 0.5)**
 - (b) If the Net Present Value (NPV) of the proposed Lease rate is higher than the Upper Boundary, the proposal shall be disqualified.

Sample for Eliminating Outliers

The below is a sample of how outlier rates are eliminated.

Minimum Acceptable NPV per Square feet **470.65**

Step 1: Comparison of NPV of acceptable proposals

| Proponent Name | NPV | |
|-----------------------|---------------|-----------------|
| Proponent 1 | 797.37 | Accepted |
| Proponent 2 | 713.73 | Accepted |
| Proponent 3 | 817.56 | Accepted |
| Proponent 4 | 761.38 | Accepted |
| Proponent 5 | 896.05 | Rejected |
| Proponent 6 | 982.46 | Rejected |
| Proponent 7 | 796.03 | Accepted |
| Proponent 8 | 711.86 | Accepted |
| Proponent 9 | 759.32 | Accepted |
| Proponent 10 | 852.89 | Accepted |

Step 2: Calculating Quartile Range

| | |
|----------------------------|---------------|
| Lower Quartile | 759.84 |
| Upper Quartile | 844.06 |
| Interquartile Range | 84.22 |

Step 3: Calculating Acceptable Range

| | |
|-----------------------|---------------|
| Lower Boundary | 470.65 |
| Upper Boundary | 886.17 |

Note:

- Lower Quartile (LQ) - 25% percentile
- Upper Quartile (UQ) - 75% percentile
- Interquartile Range (IQR) = UQ - LQ
- **Lower Boundary = Minimum Acceptable Net Present Value (NPV)**
- **Upper Boundary = UQ + (IQR x 0.5)**

2.2. Business Plan – 20%

The business plan will be evaluated based on the following criterion;

2.2.1 Operational Plan – 30 points

- Operational details (Key operational process), Suppliers and Inventory Management
- Description of products and Services offered
- Resource requirement and Human Resources Plan

2.2.2 Marketing plan – 30 points

- Marketing analysis including target market (Customer Demographics) and Competitive Analysis.
- Marketing strategy including product strategy, pricing strategy and promotional strategy.
- Marketing Tactics including Advertisement plan and methods

2.2.3 Financial plan – 40 points

- Financial forecast for 5 years shall include minimum of;
 - Capital budget
 - Profit and loss statement
 - Cash flow statement
 - Investment indicators (NPV & ROI)

SECTION V. BUSINESS PROPOSAL REQUIREMENT

To establish its qualifications to perform the contract in accordance with *Section IV Qualification and Evaluation Criteria* and to determine the proposal as substantially responsive proposal, Proponent shall provide the information requested in the corresponding documents included hereunder. Proponents are advised to submit the proposal in the following order and include page of content and separators for each section.

1 BID SECURITY AS IN FORM 01

2 LETTER OF PROPOSAL AS IN FORM 02

3 LEGAL DOCUMENTS:

- 3.1 Copy of Business Registration Certificate / Profile information Sheet
- 3.2 For Partnership; Partnership Deed / Agreement
- 3.3 For Company; Memorandum and Articles of Association of the Company
- 3.4 For Company; Board Resolution of the Company confirming Board of Director's approval for proposed work
- 3.5 Information of the Authorized Representative as in Form 03
- 3.6 Declaration of Immediate Family Members as in Form 07
- 3.7 Power of Attorney to sign on behalf of the Proponent in accordance with ITP 14.2
- 3.8 In the case of a Proposal submitted by a Joint Venture (JV), the JV agreement or letter of intent to enter into JV including but not limited to scope of works to be executed by respective partners and equity share percentage of the respective partners.

4 FINANCIAL DOCUMENTS

4.1 HDC statement of the Due Clearance

- 4.1.1 Due clearance statement from HDC will be given upon request from the proponent via Due Clearance Form.
 - Due Clearance Form will be available to download via the following link: <https://www.hdc.mv/downloads/>

4.2 Financing Method(s) as in Form 04

- 4.2.1 Proposed method(s) of financing the Estimated Investment Cost and the percentage ratio of method (s). Proposed method(s) of financing for investment can be equity financing, equity injection, bank finance, external finance such as financier company, lines of credit, time deposit, tradable bonds or combination of various financing methods.

4.3 Based on the proposed method of Financing, the following documents are required:

4.3.1 Equity Financing by a Sole Proprietorship:

- (a) Monthly Average Balance Confirmation of the most recent 06 (six) months (September 2025 to February 2026) or End Balance Confirmation of the most recent month (February 2026) of the business entity shall be submitted. The submitted statement shall be original and authorized by the bank / financial institution.

(The submitted statement(s) must be on the letterhead of the bank/financial institute with the authorised signature)

4.3.2 Equity Financing by a Company:

- (a) Monthly Average Balance Confirmation of the most recent 06 (six) months (September 2025 to February 2026) or End Balance Confirmation of the most recent month (February 2026) of the business entity shall be submitted as per the requirements mentioned in clause 4.3.1. (a).
- (b) Audited financial statements of the most recent year (2024) authorized by a certified audit firm/individual and management account for the year 2025. The audited financial statements must include the auditor's report and shall be signed and stamped by the respective parties. If the company is not audited as per MIRA requirements, it is not required to submit audited financial statements.

4.3.3 Bank Financing:

- (a) Bank comfort letter/bank guarantee or any other relevant documents from the bank or financial institutions shall be submitted. The submitted documents shall include the Proponent(s) name and the name of the proposed work/ project (RFP Name).

4.3.4 Equity Injection:

- (a) Letter of commitment from shareholder including the Proponent(s) name and name of the proposed work/ project (RFP Name).
- (b) Shareholder's Monthly Average Balance Confirmation or End Balance Confirmation (as per Section V Clause 4.3.1 (a)) or shareholder's audited financial statements (as per Section V Clause 4.3.2 (b)) or relevant documents for bank financing by the shareholder (as per Section V Clause 4.3.3) or relevant documents for external financing by the shareholder (as per Section V Clause 4.3.5) shall be submitted

4.3.5 External Financing:

- (a) Letter of commitment from financier including the Proponent(s) name and name of the proposed work/ project (RFP Name).



- (b) Financier's Monthly Average Balance Confirmation or End Balance Confirmation (as per Section V Clause 4.3.1 (a)) or financier's audited financial statements (as per Section V Clause 4.3.2 (b)) or relevant documents for bank financing by financier (as per Section V Clause 4.3.3) shall be submitted.

5 BUSINESS PLAN

The proponent shall submit a business plan including:

5.1 Operational Plan

- 5.1.1 Operational details (Key operational process), Suppliers and Inventory Management
- 5.1.2 Description of products and Services offered
- 5.1.3 Resource requirement and Human Resources Plan

5.2 Marketing plan

- 5.2.1 Marketing analysis including target market (Customer Demographics) and Competitive Analysis.
- 5.2.2 Marketing strategy including product strategy, pricing strategy and promotional strategy.
- 5.2.3 Marketing Tactics including Advertisement plan and methods

5.3 Financial plan

- 5.3.1 Financial forecast for 5 years shall include minimum of;
 - Capital budget
 - Profit and loss statement
 - Cash flow statement
 - Investment indicators (NPV & ROI)

6 PROPOSAL CHECKLIST

- 6.1 Proposal Checklist as in Form 05 should be attached outside the sealed envelope.

FORM 01: BID SECURITY FORM

The Issuing Bank shall fill in this Bank Security Form in accordance with the instructions indicated.

-----{Bank's Name, and Address of Issuing Branch or Office}

Beneficiary.: Housing Development Corporation Ltd., 3rd Floor, HDC Building, Hulhumalé, Republic of Maldives,

Date.: -----

Bid Security No.: -----

We have been informed that ----- {name of the proponent} (hereinafter called "the Proponent") has submitted their proposal dated ----- {date of proposal submission} for the execution of ----- {name of project} (hereinafter called "the RFP") under Invitation for Proposal No. ----- {invitation for proposal}.

Furthermore, we understand that, according to your conditions, Proposals must be supported by a Bid Security.

At the request of the Proponent, we ----- {name of Bank} hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Proponent is in breach of its obligation(s) under the RFP conditions, because the Proponent:

- (a) has withdrawn its Proposal during the period of Proposal validity specified by the Proponent in the Letter of Proposal; or
- (b) having been notified of the acceptance of its Proposals by the Employer during the period of Proposal validity, (i) fails or refuses to pay lease deposit, or (ii) fails to execute the term and conditions of the conditional award of the Employer.

This guarantee will expire: (a) if the Proponent is the successful Proponent, upon our receipt of copies of the agreement signed by the Proponent and the lease deposit furnished to you upon the instruction; and (b) if the Proponent is not the successful Proponent, upon the earlier of (i) our receipt of a copy of your notification to the Proponent of the name of the successful Proponent; or (ii) **180 (One Hundred and Eighty)** calendar days from {date of submission} of the Proposal for the RFP.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758

[seal and signature of the bank / financial institution]

FORM 02: LETTER OF PROPOSAL

Proposal Reference No: *HDC (161)-BDS/IU/2026/54*

Name of the Project: *Lease of Unit for the Provision of electronics / phone repair shop from Port Residence (Tower M) Commercial.*

To: Housing Development Corporation Ltd.
 Ground Floor, HDC Building
 Hulhumalé, Maldives

1. Proposed Lease Rate (MVR) per square feet 05 (five) Years as per clause 4, Section III Lessor’s Requirement

- **Minimum Acceptable Lease Rate is:**

| Unit Number | Base Lease Rate (MVR/ per sqft) |
|-------------|---------------------------------|
| PRR01-G-02 | MVR 35.00 |

**Note: Proponents shall propose lease rates per square feet instead of monthly lease amounts.*

| | |
|-------------------------------------------------------------|--|
| 1st Year (Rate per Square feet per month) | |
| Amount in numbers | |
| Amount in words | |
| 2nd Year (Rate per Square feet per month) | |
| Amount in numbers | |
| Amount in words | |
| 3rd Year (Rate per Square feet per month) | |
| Amount in numbers | |
| Amount in words | |
| 4th Year (Rate per Square feet per month) | |
| Amount in numbers | |
| Amount in words | |
| 5th Year (Rate per Square feet per month) | |
| Amount in numbers | |
| Amount in words | |

2. We, the undersigned, declare that:

- We have examined and have no reservations to the Request for Proposal (RFP) documents including all addenda issued in accordance with Instruction to Proponents (ITP) 6.
- We meet the eligibility requirements and have no conflict of interest in accordance with ITP 3;
- We have not been suspended nor declared ineligible by the Lessor in accordance with ITP 3.3.
- We have no outstanding payment due to the Lessor in accordance with Section VI.
- We have no non-performance of a contract and non-compliance with court verdicts in accordance with Section VI.
- Where the proposal is successful, we undertake to adhere to the Drawings stated in Section VII, during the design and construction of the development / Unit.

- g) Our proposal shall be valid for a period of One Hundred and Fifty (150) days from the date of the proposal submission deadline in accordance with the RFP document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- h) We understand that this proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
- i) We understand that the Lessor is not bound to accept the highest evaluated proposal or any proposal that the Lessor may receive.

Proponent Details:

Name:

(Seal)

Address:

Duly authorized to sign the proposal for and on behalf of the Company:

Name:

Title:

Signature:

Date:

FORM 03: INFORMATION OF THE AUTHORIZED REPRESENTATIVE

Proposal Reference No: *HDC (161)-BDS/IU/2026/54*

Date:

To: Housing Development Corporation Ltd.
Ground Floor, HDC Building
Hulhumalé, Maldives

This is to authorize(Name, ID number) as a representative of(Name of the Proponent) to carry out the Project related to RFP Lease of Unit for the Provision Electronics / phone repair shop from Port Residence (Tower M) Commercial. (*HDC (161)-BDS/IU/2026/54*) and to liaise with Lessor on behalf of the (Name of the Proponent)

Proponent:

Name:

Address:

.....

Signature and Stamp

Authorized Representative (preferably fulltime personal):

Name:

Designation:

ID Number:

Contact Number:

Email Address:

.....

Signature

FORM 04: FINANCING METHOD(S)

Date:

Name of the Project: *Lease of Unit for the Provision Electronics / phone repair shop from Port Residence (Tower M) Commercial*

Proposal Reference No: *HDC (161)-BDS/IU/2026/54*

To: Housing Development Corporation Ltd.
Ground Floor, HDC Building
Hulhumalé, Maldives

Where the proposal is successful, we undertake, to finance the project/work under:

- (Method of financing) (percentage ratio)

We hereby confirm and agree to finance the project/work will be financed by the above-mentioned method(s). We have submitted relevant documents to provide proof of funding, to the proposed method(s) of financing the project/work. We understated that the proposal will be disqualified if the documents do not show proof of funds to finance the Estimated Investment Cost or if the documents are not in accordance with Section V. Business Proposal Requirement Clause 4. Financial Documents.

Proponent:

Name:

Address:

.....

Signature and Stamp

FORM 05 – PROPOSAL CHECKLIST

Proponents are required to submit Form 05 – Proposal Checklist outside the sealed envelope of the Proposal

| Proponent | For HDC use | |
|--------------------------|--------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Bid Security as in FORM 01 |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Letter of Proposal as in FORM 02 |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Copy of Business Registration Certificate / Profile Information Sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Board Resolution as in SECTION V 3.4 |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Proposal Checklist in FORM 05 attached outside sealed proposal. |

Authorized Representative:

Name:

Designation:

ID Number:

Contact Number:

Email Address:

NOTE:

- **PROPOSALS WITHOUT THE SPECIFIED DOCUMENTS STATED IN THE FORM 05 PROPOSAL CHECKLIST (EXCLUDING FORM 05 – PROPOSAL CHECKLIST) WILL BE REJECTED AT THE TIME OF PROPOSAL OPENING.**

FORM 06 - PROPONENTS CHECKLIST

Proponents shall confirm that all the required documents are submitted along with the proposals submitted. Proponents Checklist shall be checked and signed by the Proponent and shall be submitted along with the proposal.

| | |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Proposal Documents: | |
| | Letter of Proposal Form |
| | Bid Security |
| | Business Plan (if required) |
| | Experience (if required) |
| 2. Legal Documents: | |
| Sole Proprietors: | |
| | Business Registration Certificate / Profile information sheet |
| | Information of the Authorized Representative as in Form 03 |
| | Power of Attorney to sign on behalf of the Proponent |
| Companies: | |
| | Business Registration Certificate |
| | Information of the Authorized Representative as in Form 03. |
| | Power of Attorney to sign on behalf of the Proponent |
| | For Partnership: Partnership Deed / Agreement |
| | Memorandum and Articles of Association of the Company |
| | Board Resolution of the Company confirming Board of Director's approval for proposed work |
| | Company Profile Information Sheet issued by Ministry of Economic Development. |
| 3. Financial Documents: | |
| | HDC statement of the Due Clearance |
| | Method of Financing Form |
| 4. Documents required based on the proposed Method of Financing: | |
| <u>If Equity Financing is proposed:</u> | |
| | Monthly Average Balance Confirmation of 06 (six) months prior to proposal submission or End Balance Confirmation one month prior to proposal submission of the business entity |
| | For Companies, audited financial statements of most recent year (2024) authorized by a certified audit firm. |
| | Management Account of the year 2025 |
| <u>If bank financing is proposed:</u> | |
| | Bank Comfort letter |
| <u>For equity injection:</u> | |
| | Commitment letter from shareholders |
| | Monthly Average Balance Confirmation of 06 (Six) months or End Balance Confirmation of the shareholders (OR) Audited Financial statements of the most recent year (2024) and management account of the year 2025 (OR) Relevant documents for bank financing by shareholder |

| | |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Relevant documents for external financing by shareholder |
| For external financing: | |
| | Commitment letter of the financier |
| | Average Balance Confirmation of 06 (six) months prior to proposal submission or End Balance Confirmation one month prior to proposal submission of the external financier (OR) Audited Financial statements of the most recent year (2024) and management account of year 2025 (OR) Relevant documents for bank financing by financier |

We hereby confirm that we have submitted the above-mentioned documents along with the proposal. We understand that the proposal will be disqualified if the documents are not in accordance with Section V. Business Proposal Requirement.

Proponent:

Name:

Address:

Signature and Stamp.....

FORM 07 – DECLARATION OF IMMEDIATE FAMILY MEMBERS

Date:

Name of the Project: *Lease of Unit for the Provision of electronics / phone repair shop from Port Residence (Tower M) Commercial.*

Proposal Reference Number: *HDC (161)-BDS/IU/2026/54*

Proponent Name:

Name of the Authorized Signatory:

We, *[insert business name and business registry number]*, hereby confirm and declare that;

- 1. has a relation (Immediate family members employed at HDC) that puts in a position to influence the proposal of the proponent, or influence the decisions of the Lessor regarding the RFP process, (Yes/No)
- 2. If Yes, specify the details relating to the information pursuant to Clause 1 above are as follows;

| NID No. | Family member / Relatives Name | Relationship | Position/Title |
|---------|--------------------------------|--------------|----------------|
| | | | |
| | | | |
| | | | |

- 3. I hereby confirm the following;
 - a. That the information above is true, accurate and if all or any part of them are found to be untrue, HDC shall have the right to disqualify and reject the bid/proposal/quotation or terminate the agreement/work order,
 - b. I am also obliged to inform and disclose to HDC if there are any changes to the declaration herein, within ten (10) days from the occurrence of such changes.

Name:

Date:

Signature:

SECTION VI. CONTRACT TERMS

| | | | |
|----|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1. | Parties to the Agreement | <p>Housing Development Corporation Ltd</p> <p>HDC Building</p> <p>Hulhumalé</p> <p>(Hereinafter referred to as "Lessor", which expression shall include its successors-in-title, liquidators, administrators and lawful assignees where the context so requires or admits).</p> <p>[Address of the successful Proponent]</p> <p>(Hereinafter referred to as "Lessee", which expression shall include its successors-in-title, liquidators, administrators and lawful assignees where the context so requires or admits)</p> | |
| 2. | Objective | Lease of Unit for the Provision of electronics / phone repair shop from Port Residence (Tower M) Commercial | |
| 3. | Unit Detail | Unit No: | Unit Area (Sqft) |
| | | PRR01-G-02 | 618.06 |
| 4. | Unit Usage | 4.1 The unit should only be used to operate electronics / phone repair shop. | |
| 5. | Lease Term | 4.2 The lease period is 05 (five) years from the date of handover of premises. | |
| 6. | Business Model & Lease Rate | 6.1 The Business Model is Lease model, whereby the Lessee agrees to pay the proposed lease to the Lessor. | |
| | | 6.2 The lease rate per square feet per month for the year 1 to year 5 will be proposed lease rate of the successful Proponent. | |
| | | 6.3 The lease rate will be effective from the date of unit handover. | |
| 7. | Conditions Precedent | <p>7.1 Agreement will only be signed upon fulfilment of the following conditions precedent within 7 working days of Issuance of Award letter:</p> <ul style="list-style-type: none"> • Payment of Lease Deposit as per Clause 8. | |

| | | |
|-----|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Lease Deposit | <p>8.1 The lease deposit amount shall be 03 (three) months' lease of the lease rate for Year 1.</p> <p>8.2 This amount should be paid within 07 (seven) working days from the date of conditional award.</p> <p>8.3 Lease Deposit will be paid back within 01 (one) Month upon expiration of the Agreement after adjusting for any unpaid lease, penalty or expenses that Lessor may incur linked to the Agreement and the unit, such as but not limited to unpaid utility bills.</p> <p>8.4 If the Agreement is terminated by the Lessee before the expiration of the Agreement term without the notice period specified under clause 15.5, the Lessor has the right to take the security deposit amount in full.</p> |
| 9. | Unit Handover | <p>9.1 The Unit will be handed over to the Lessee within 7 (Seven) working days from the date of signing the agreement.</p> |
| 10. | Grace Period | <p>10.1 The first 03 (three) months from the date of Unit handover, shall be a grace period where no rent shall be payable by the Lessee.</p> |
| 11. | Concept Drawing | <p>11.1 The Concept Drawings must comply with the Unit Design Guideline provided by Lessor.</p> <p>11.2 The Concept drawings must be submitted within 20 (twenty) Calendar Days from the receipt of Conditional Award Letter Date.</p> <p>11.3 The Lessor must inform in writing to the Lessee of the approval of the concept drawing or comments to the concept drawings if any within 14 (fourteen) working days of Submission Date.</p> <p>11.4 If revisions need to be made to the submitted concept drawing, Lessee shall ensure rectifications and submission of the revised concept drawings as per the comments of Lessor within 14 (fourteen) calendar days of Lessor's comments being communicated.</p> <p>11.5 The Lessee shall address all the issues highlighted in comments provided by Lessor for drawings prior to the submission of revised concept.</p> <p>11.6 Revisions to concept drawing cannot be submitted prior to receiving comments from Lessor.</p> <p>11.7 The Lessee will be charged a fee of MVR 5.00 (Maldivian Rufiyaa Five) per square meter as concept approval fee and MVR 100.00 (Maldivian Rufiyaa Hundred) as an Administrative Fee.</p> <p>11.8 Revisions can be made to the concept only up to a maximum of two times.</p> |

| | | |
|------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>11.9 In case if more than 2 (Two) revisions to the initial concept is allowed, the lessee shall be charged a fine of 100% of the concept approval fee.</p> <p>11.10 If a major revision is brought to the concept drawing after the initial approval has been given, concept approval fee will be charged as per clause 10.7.</p> <p>11.11 If the Lessee fails to submit concept drawing as per the given timeline by the Lessor, Lessor shall give 10 days' notice to submit the Concept. Failure to submit the concept within the notice period will result in termination of the agreement.</p> |
| <p>12.</p> | <p>Services Provided by Lessor</p> | <p>12.1 The Lessee will be allocated with electricity for the Premises from the main panel board and the Lessee shall bear the cost for the electricity meter connection of the Premises. In the event the Lessee requires electricity beyond the amount stated subject to capacity of the transformer in the Premises, prior approval shall be obtained from Lessor and the Lessee shall bear the cost of connection of electricity.</p> |
| <p>13.</p> | <p>Option to Renew Term</p> | <p>13.1 The Lessor may at its discretion give the Lessee option to renew or extend the Term, provided that the Lessee requests to renew or extend the Term at least 06 (Six) months prior to expiration of the Term. However, such renewal or extension may be granted based on the Lessee's performance under the Agreement. The Lessor and the Lessee shall negotiate the new extension of the Term. In the event that the Lessor and the Lessee fail to reach mutual Agreement with regard to the terms and conditions for renewal or extension of the Term latest by 03 (Three) months prior to expiration of the Term, then the Agreement shall expire at the end of the Term.</p> |
| <p>14.</p> | <p>Duties and Obligation of Lessee</p> | <p>13.1 Utilize the leased Premises only for the specific usage detailed in Clause 4, and remain consistent in carrying out the work.</p> <p>13.2 The Lessee shall ensure to commence the operation of the unit no later than one month from the end of grace period.</p> <p>13.3 Quality of the service provided shall be maintained at all the time throughout the Lease period. Lessor shall have the right to evaluate the service quality at any given time throughout the lease period.</p> <p>13.4 Lessee shall adhere to the Marketing strategies and action plan proposed in Business Plan.</p> <p>13.5 The Lessee shall not store any flammable liquids, corrosive materials and/or gas cylinders at the leased space.</p> |

| | | |
|------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>13.6 The Lessee shall not store any unlawful material or substances (whether in direct or indirect contravention of the laws of the Republic of Maldives) on the Property and shall adhere to the rules and regulations enforced by the Government Authorities.</p> <p>13.7 The Lessee shall not, either intentionally or unintentionally cause any damage to the property or any other neighboring property or violate any rules and regulations pertained by Lessor. Such damage includes, but is not limited, to dumping garbage, pollution, unlawful entry, and waste disposal.</p> <p>13.8 The loading and unloading processes shall not cause any disturbances or congestions to any third party.</p> <p>13.9 The Lessee shall not be allowed to make any alteration, changes, replacements, improvements or additions (any of which is an alteration) in and to the premises at any time, unless approved by Lessor.</p> <p>13.10 Use the Premises to provide facilities or services that conform to the rules and regulations and Lessor’s guidelines which may be issued and/or modified from time to time, and the rules and regulations enforced by the relevant Authority or any other institution in charge of issuing of permits or authorizations.</p> <p>13.11 Make payments to the relevant Authorities for all utility services consumed or supplied inclusive of electricity meters, water meters and telecommunication connections to the Premises during the Term. The Lessor and the Lessee confirm the readings for the electricity and water supply meters on the Premises at the time of occupation of the Premises.</p> <p>13.12 Not to assign, sublet, charge or part with or share possession or otherwise dispose of the Premises or any of its rights, obligations, or responsibilities under the Agreement without the prior written consent of the Lessor.</p> |
| <p>15.</p> | <p>Duties and Obligation of Lessor</p> | <p>14.1 The Lessor must handover the unit as per the clause 9.1.</p> <p>14.2 The Lessor should provide all the required information requested by the Developer, without unreasonably withholding or delaying the information. Lessor shall not be held responsible for any delay caused which is beyond the control of Lessor. Nevertheless, where possible, Lessor shall make the best of efforts to minimize the delay.</p> |
| <p>16.</p> | <p>Termination</p> | <p>15.1 Lessor may serve 30 (thirty) calendar days written notice to the Lessee to terminate the Agreement in the event the Lessee fails to pay the rent and/or penalty as per the terms of the Agreement for a period of 03 (three) consecutive months.</p> |

| | | |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>15.2 The Lessor may terminate the Agreement without any compensation payable to the Lessee in the event the rent due and/or penalty remains unpaid at the end of 30 (thirty) calendar days written notice period.</p> <p>15.3 If the Lessee fails to perform any of its obligation under the Agreement, the Lessee shall be granted a period to rectify the breach along with a fine amount between MVR 5,000 (Maldivian Rufiyaa Five Thousand) and MVR 100,000 (Maldivian Rufiyaa One Hundred Thousand) considering the degree of the breach, to be determined by the sole discretion of the Lessor.</p> <p>15.4 If the Lessee fails to pay the fine and cure the breach within the extension period, the Lessor has the right to terminate the agreement and give the Lessee a duration of not less than 30 (thirty) calendar days to vacate the unit and handover the unit to the Lessor.</p> <p>15.5 The Lessor may terminate the agreement immediately without any prior written notice, if the Lessee fails to perform any of the fundamental obligations.</p> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

DISCLAIMER:

- **This contract terms only includes the key points of the agreement. The agreement is not limited to the clauses included in this contract terms.**
- **The proposal submitted by the successful Proponent shall be a part of the agreement.**

SECTION VII. DRAWINGS AND GUIDELINES

1. DRAWINGS

The drawing contains the location map and unit map of the unit to be allocated for the development.

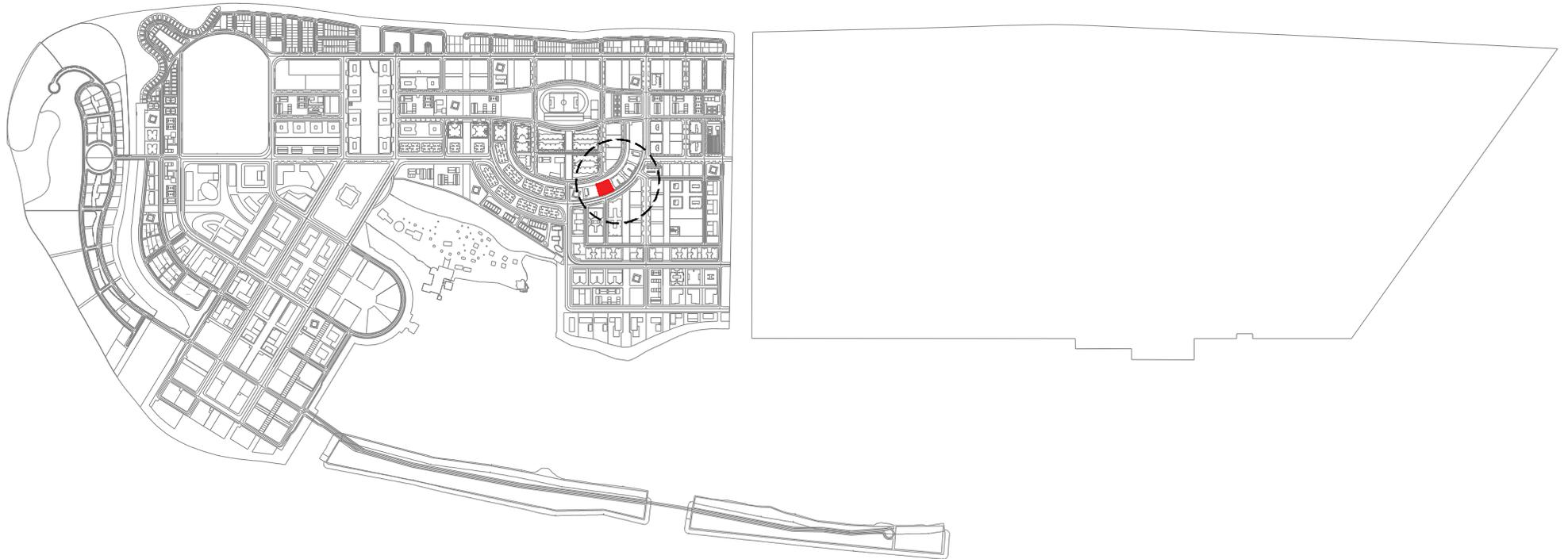
* Areas in the drawings is subjected to minimal changes.

(Refer to next page)



PHASE 2

PHASE 1



PROPERTY : PORT RESIDENCE - COMMERCIAL (LOT: 20499)

NTS

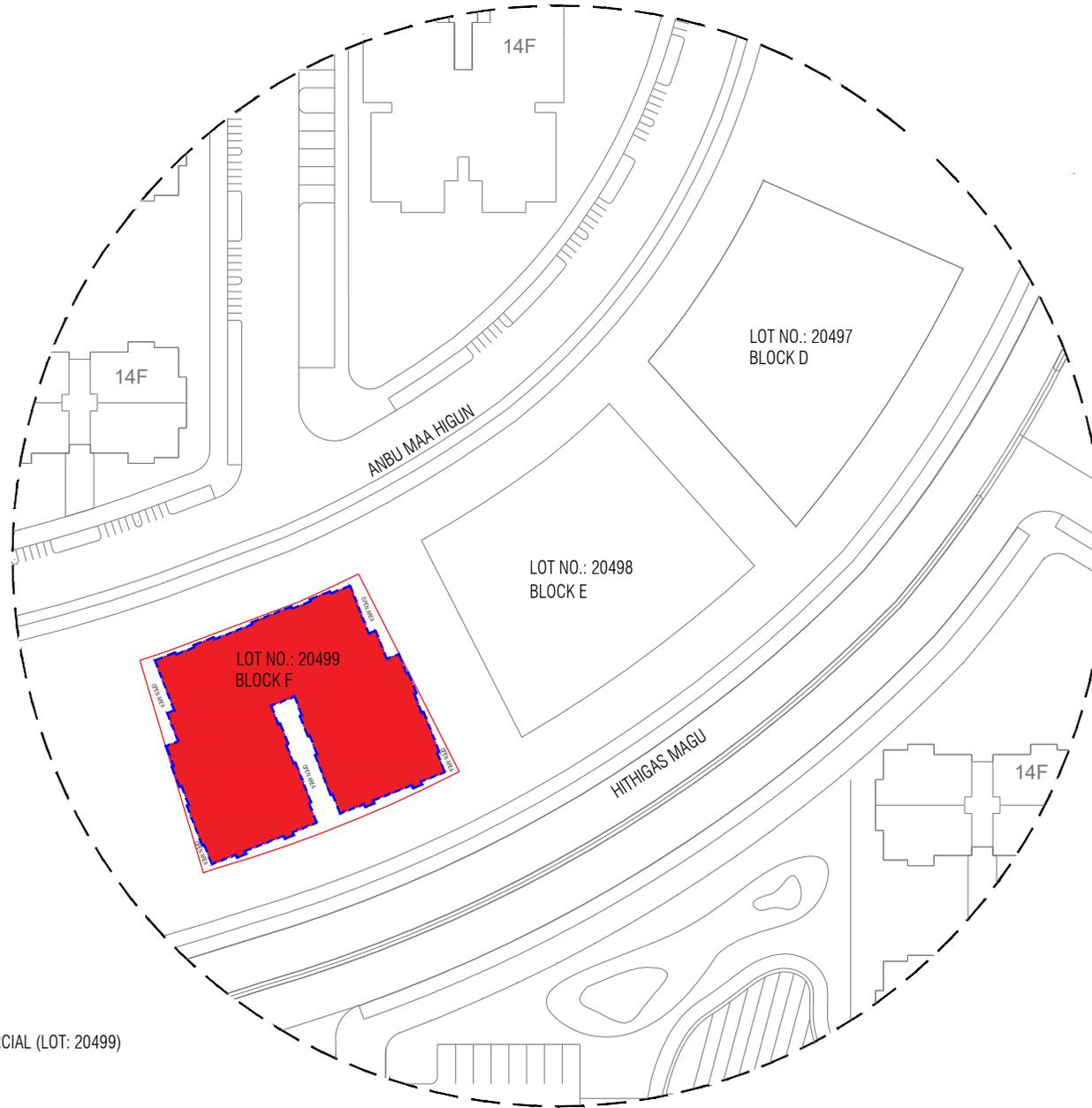
| | |
|-----------------------------------------------------|--------------------|
| PROPERTY : PORT RESIDENCE - COMMERCIAL (LOT: 20499) | |
| DRAWING NAME : LOCATION PLAN | SCALE: AS GIVEN,A4 |

| | |
|-----------------------|--------------------------|
| DRAWN BY : MAAHEE | DATE : 15TH JANUARY 2026 |
| CHECKED BY : MAHUDHEE | |

| | |
|-------------------|--------------|
| REVISION NO.: R00 | DATE : |
| REVISED BY: | CHECKED BY : |



BUSINESS DEVELOPMENT AND SALES
 1ST FLOOR, HDC BUILDING, HULHUMALE
 REPUBLIC OF MALDIVES
 TEL +9603353535, FAX +9603358892
 EMAIL : hello@hdc.mv



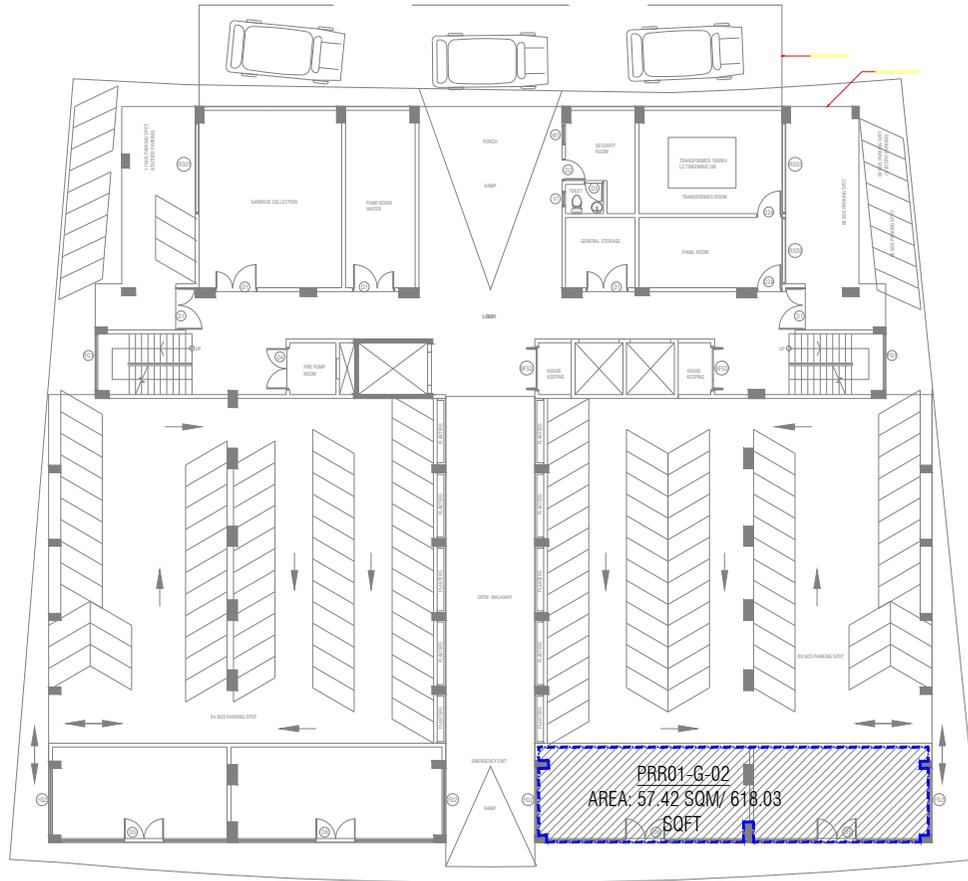
PROPERTY : PORT RESIDENCE - COMMERCIAL (LOT: 20499)

NTS

| | | | | | |
|-----------------------------------------------------|--|-----------------------|--------------------------|-------------------|--------------|
| PROPERTY : PORT RESIDENCE - COMMERCIAL (LOT: 20499) | | DRAWN BY : MAAHEE | DATE : 15TH JANUARY 2026 | REVISION NO.: R00 | DATE : |
| DRAWING NAME : SITE PLAN | | CHECKED BY : MAHUDHEE | | REVISED BY: | CHECKED BY : |
| SCALE: AS GIVEN,A4 | | | | | |



BUSINESS DEVELOPMENT AND SALES
1ST FLOOR, HDC BUILDING, HULHUMALE'
REPUBLIC OF MALDIVES
TEL +9603353535, FAX +9603358892
EMAIL : hello@hdc.mv



PROPERTY : PORT RESIDENCE - COMMERCIAL (LOT: 20499)
 PRR01-G-02
 AREA: 57.42 SQM / 618.06 SQFT
 1:300

NOTE:
 - - - - - TOTAL UNIT BOUNDARY LINE

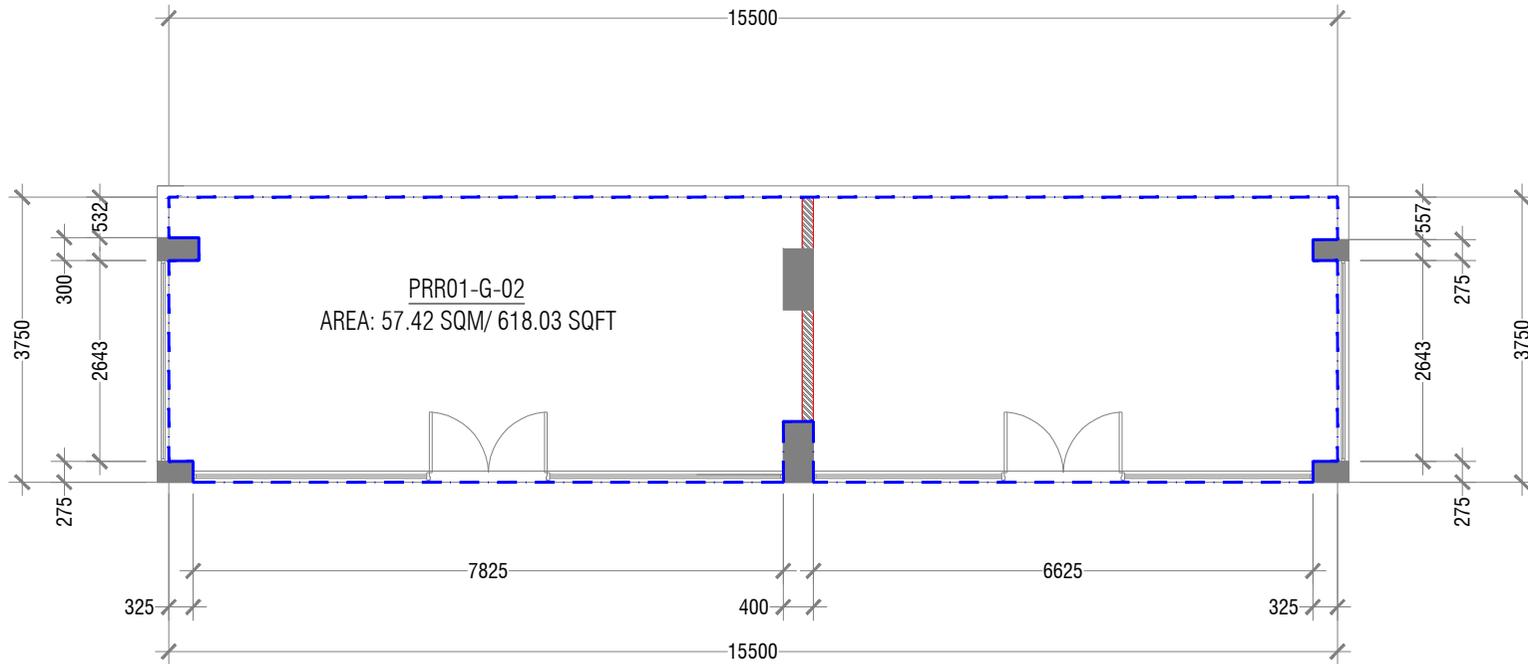
| | |
|-----------------------------------------------------|--------------------|
| PROPERTY : PORT RESIDENCE - COMMERCIAL (LOT: 20499) | |
| DRAWING NAME : GROUND FLOOR PLAN | SCALE: AS GIVEN,A4 |

| | |
|-----------------------|--------------------------|
| DRAWN BY : MAAHEE | DATE : 15TH JANUARY 2026 |
| CHECKED BY : MAHUDHEE | |

| | |
|-------------------|--------------|
| REVISION NO.: R00 | DATE : |
| REVISED BY: | CHECKED BY : |



BUSINESS DEVELOPMENT AND SALES
 1ST FLOOR, HDC BUILDING, HULHUMALE'
 REPUBLIC OF MALDIVES
 TEL +960335535, FAX +9603358892
 EMAIL : hello@hdc.mv



PROPERTY : PORT RESIDENCE - COMMERCIAL (LOT: 20499)

PRR01-G-02

AREA: 57.42 SQM / 618.06 SQFT

1:100

NOTE:

- - - - TOTAL UNIT BOUNDARY LINE
- ▨▨▨▨ EXISTING BLOCK WALLS IN THE UNIT

| | |
|-----------------------------------------------------|--------------------|
| PROPERTY : PORT RESIDENCE - COMMERCIAL (LOT: 20499) | |
| DRAWING NAME : UNIT LAYOUT | SCALE: AS GIVEN,A4 |

| | |
|-----------------------|--------------------------|
| DRAWN BY : MAAHEE | DATE : 15TH JANUARY 2026 |
| CHECKED BY : MAHUDHEE | |

| | |
|-------------------|--------------|
| REVISION NO.: R00 | DATE : |
| REVISED BY: | CHECKED BY : |



BUSINESS DEVELOPMENT AND SALES
 1ST FLOOR, HDC BUILDING, HULHUMALE
 REPUBLIC OF MALDIVES
 TEL +960335535, FAX +9603358892
 EMAIL : hello@hdc.mv

2. Unit Fit-out and Renovation Guideline Port Residence Commercial

(Refer to Next Page)



Unit Fit-out and Renovation Guideline Port Residence Commercial

Created by:

Business Development and Sales

Created on:

6th May 2023

Record of revisions

| # | Revision Approval Date | Version | Revisions made | Page number | Approved by |
|----|-------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------|-------------|---------------|
| 01 | 06 th May 2023 | 1.0 | - Initial Document | - | Director, REM |
| 02 | 18 th January 2024 | 1.1 | - Format Change due to reinstating title to HDC | - | SM |
| 03 | 9 th December 2025 | 2.0 | Omitted clauses - 6.2.4 - 6.2.5 - 6.2.6 - 6.5 Modified clauses - 5.3 - 5.6 - 5.7 Doc ID changed. | - | DMD |

Table of Contents

| | |
|----------------------------------------------------------------------|----|
| 1. Purpose..... | 4 |
| 2. Scope..... | 4 |
| 3. Terms & Definitions..... | 4 |
| 4. Reference | 4 |
| 5. Guideline Details..... | 4 |
| 5.1. General..... | 4 |
| 5.2. Frontage Design | 5 |
| 5.3. Utilities and Services | 5 |
| 5.4. Ancillary Services..... | 6 |
| 5.5. Standard Dimensions..... | 6 |
| 5.6. Business Name Board and Signage | 6 |
| 5.7. Drawing Requirements..... | 7 |
| 5.8. Disclaimer | 9 |
| 6. Roles & Responsibilities | 9 |
| 6.1. Property Asset Management, Business Development and Sales | 9 |
| 6.2. Property Management Commercial, Real Estate Department..... | 9 |
| 7. Review | 10 |
| 8. Annexures..... | 10 |

1. Purpose

This document is intended to communicate the standards and guidelines to be followed by the tenants occupying the commercial units from Port Residences Commercial – Lots 20497, Lot 20498 & Lot 20499.

2. Scope

This guideline is applicable to all commercial units and tenants of Port Residence Commercial.

3. Terms & Definitions

Frontage: The front side, where the main entrance of the unit is located.

Ancillary Services: Additional services that are not directly linked to the primary usage but serve as enhancements or improvements to the primary usage.

Unit Fit-out and Renovation Plan: Concept drawing of the commercial unit's renovation, submitted by the tenant for Housing Development Corporation (HDC) approval.

4. Reference

N/A

5. Guideline Details

5.1. General

5.1.1. Tenant is advised to check the given dimensions on site if required.

5.1.2. Any onsite works shall only be carried out after receiving Unit Fit-Out and Renovation Plan (UFRP) approval from HDC.

5.1.3. If there are any design changes after the initial UFRP approval, the tenant shall submit revised UFRP or as-built drawings for revision approval prior to applying for 'Building usage for commercial use'.

5.1.4. The tenant shall be responsible for any damages occurred to the property and/or its users in installing/modifying any component of the unit.

5.1.5. Proposed UFRP shall give access to building services layouts installed in the unit.

5.2. Frontage Design

5.2.1. The predominant material for the façade shall be frameless glass. This is to establish the liveliness of the commercial area, create uniformity of the front façade and provide visibility between the commercial unit and the urban surrounding.

5.2.2. The clear glass façade can be finished with stickers or frosted stickers according to the usage and branding.

5.2.3. Third-party advertisements are not allowed in any commercial area.

5.3. Utilities and Services

5.3.1. AC outdoor units shall be installed only within the allocated Service Area, as shown in 'Annex 1' attached in the Annexures. AC drain pipes shall not be left without connecting to a floor drainage or a soak pit.

5.3.2. All Split AC outdoor units shall be fixed higher than 2m from the finished ground floor level.

5.3.3. A designated waste management area with sufficient space for multiple bins to facilitate waste segregation shall be provided within

the unit. This area shall be clearly indicated in the Floor Plan submitted with the UFRP.

5.3.4. Installation of CCTV cameras on the façade of the unit is permitted.

5.4. Ancillary Services

5.4.1. The tenant is permitted to use a maximum of 25% of the unit area for ancillary services.

5.4.2. The boundary of the Ancillary service area shall be clearly identified and labelled in UFRP.

5.4.3. The following is a non-exhaustive list of permissible ancillary services:

1. Storage space (shall be managed within the given unit boundary area)
2. Office space (Eg; HR/ Operations Office)
3. Mess room

5.5. Standard Dimensions

5.5.1. The minimum height of an entrance door shall be 2.1m.

5.5.2. If the floor finished level of the entrance corridor and unit entrance differs more than 25mm, wheelchair access shall be provided via a ramp of 1:12 or strictly not more than a 1:10 gradient.

- a. The ramp shall be provided within the boundaries of the unit.

5.6. Business Name Board and Signage

5.6.1. Business name board and signage shall be fixed within the allocated area shown in 'Annex 2' attached in the Annexures.

5.6.2. Name Board shall measure a minimum of 600mm in height. Length is limited to the allocated area for name board and signage.

5.6.3. It is not permissible to fix any nameboard component on the structural columns highlighted in 'Annex 2'.

5.6.4. Moreover, no component of the name board shall be fixed to the beam directly above the allocated location for name board and signages. Refer to 'Annex 2' for details.

5.6.5. The tenant is allowed to install 1 business logo or name board measuring 600x600mm, projected from the allocated Name board and Signage area, to the frontage at a height of 2.2m from finished ground floor level.

- a. No projection is allowed to frontage below 2.2m from ground floor finished level. Refer to 'Annex 3' attached in the Annexures, for details.

5.7. Drawing Requirements

5.7.1. Unit design drawings shall be submitted to HDC for design approval with the following requirements:

- a) A Title Block with following information shall be given on each page.
 - i. Commercial unit number
 - ii. Tenant name
 - iii. Usage
 - iv. Drawing Title
 - v. Scale
 - vi. Revision number
 - vii. Date

- b) Proposed floor plans (space labels, floor finished levels, furniture layout and dimensions shall be given).
- c) Demolition plan (if there are any demolitions proposed).
- d) Exterior & interior elevations (with finished materials, business name board shown).
- e) Business Name Board details (with finished materials, lux value if illuminated, fixing details, dimensions).
- f) Minimum 1 section through the unit (with floor finished levels, finished ceiling levels and dimensions).
- g) Door and window schedule (Specify materials, colour, dimensions)
- h) Material / Product specifications.
- i) Structural drawings, if any such modifications are proposed (shall be signed by a Certified Structural Engineer).
- j) Schematic services drawings.
 - i. Proposed plumbing layouts. (Fresh water, grey water & WC pipe layout, IC/Oil trap locations if required).
 - ii. Ventilation layout (AC/ exhaust location shall be marked on drawings).
 - iii. Lighting Layout (exterior and interior lighting).
 - iv. Electrical layout and electrical load calculation (if required).
 - v. Electrical load calculations shall be submitted for the units which use high voltage, such as (but not limited to) supermarkets, cafe's, restaurants etc., signed by a registered professional in relevant authorities.
- k) 3D rendering (if required).
- l) As-built plan (shall reflect the exact fit-out and renovation on site).

5.8. Disclaimer

5.8.1. HDC reserves the right to evaluate and impose conditions not covered in this guideline in response to specific design or usage depending on merits. HDC reserves the right to modify or withdraw any part of this guideline and to make such other and further changes as deemed necessary for the operation of the commercial area and this guideline will be binding upon each tenant.

6. Roles & Responsibilities

6.1. Property Asset Management, Business Development and Sales

6.1.1. Carrying out the Unit Fit-out and Renovation Approval Process.

6.1.2. Future revision and endorsement of the guideline.

6.2. Property Management Commercial, Real Estate Department

6.2.1. Ensure that the construction of the unit is carried out as per the approved Unit Fit-out and Renovation plan.

6.2.2. Ensuring units are operated within the controls of the guideline.

6.2.3. Tenant Management.

6.2.4. Implement appropriate measure following any infringement of the guideline by the tenants.

7. Review

This guideline shall be reviewed once every year, or when necessary, to ensure relevance, accuracy, and fitness for purpose. Revisions shall be brought, if and when necessary.

8. Annexures

Annex 1: AC Outdoor Unit Location

Annex 2: Name Board and Signage Plan

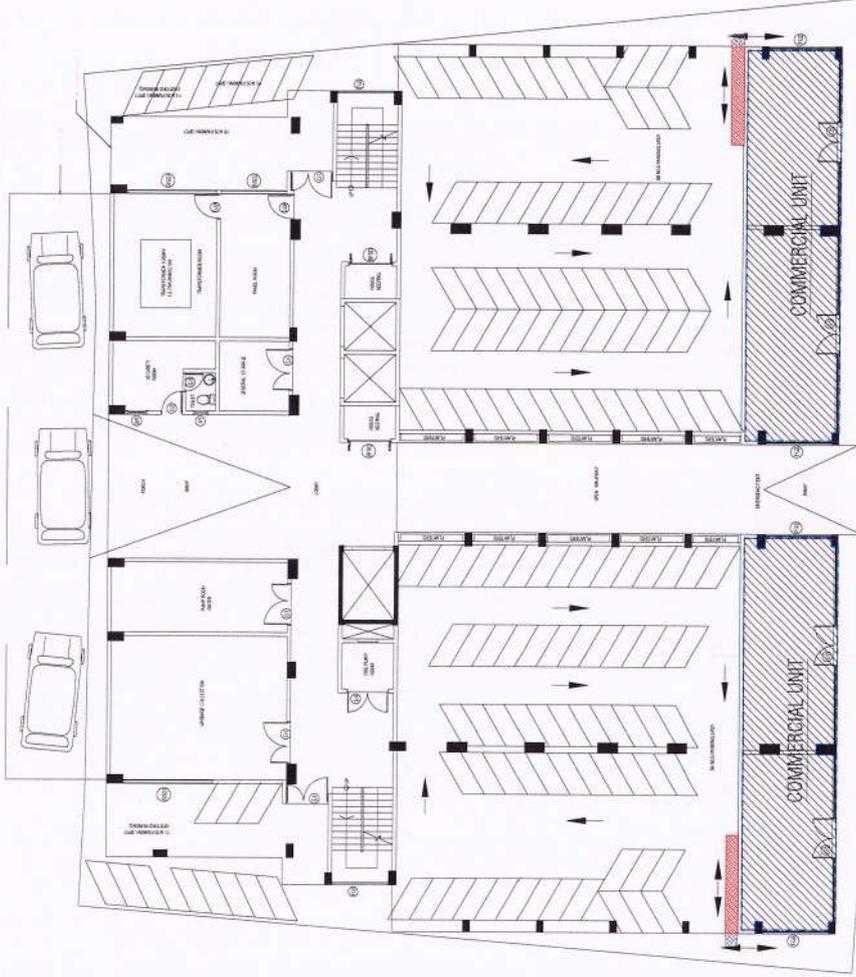
Annex 3: Projected Name Board Location

Reviewed by

| # | Name | Designation | Department | Date | Sign |
|----|-------------|---------------------------------------|-----------------------------------------|-----------|---------------------------------------------------------------------------------------|
| 01 | Ahmed Aslam | Acting Chief Commercial Officer | Real Estate Management Department | 9/12/2025 |  |
| | | | | | |
| | | | | | |

Approved by

| # | Name | Designation | Department | Date | Sign |
|----|--------------------------|--------------------------------|---------------------|-----------|---------------------------------------------------------------------------------------|
| 01 | Mohamed Asbah Ali Naseer | Deputy Managing Director | Executive Bureau | 9/12/2025 |  |
| | | | | | |
| | | | | | |



PROPERTY : PORT RESIDENCE COMMERCIAL

ANNEX 1: AC OUTDOOR UNIT LOCATION

1:300

NOTE:
 --- COMMERCIAL UNIT BOUNDARY LINE
 --- AC OUTDOOR UNIT LOCATIONS
 --- SOAK PIT LOCATIONS

| | | | | |
|-----------------------------------------|-----------------------|---------------------------|-------------------|--------------|
| PROPERTY : PORT RESIDENCE COMMERCIAL | DRAWN BY : MAHHEE | DATE : 17TH NOVEMBER 2025 | REVISION NO.: R00 | DATE : |
| DRAWING NAME : AC OUTDOOR UNIT LOCATION | CHECKED BY : MAHUDHEE | | REVISED BY : | CHECKED BY : |

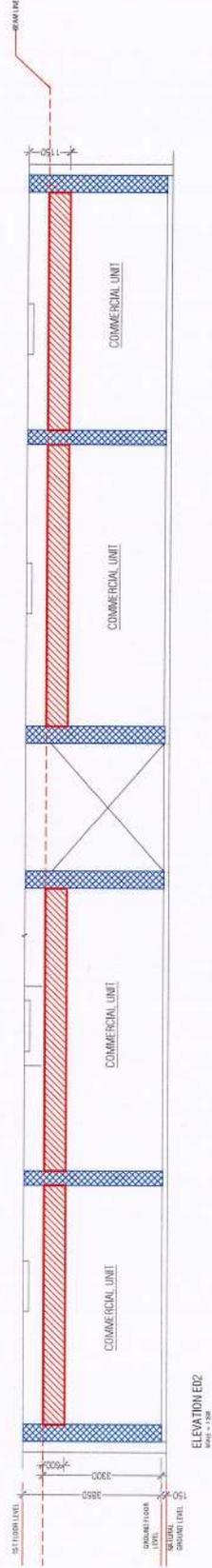
| | | | | |
|-----------------------------------------|-----------------------|---------------------------|-------------------|--------------|
| PROPERTY : PORT RESIDENCE COMMERCIAL | DRAWN BY : MAHHEE | DATE : 17TH NOVEMBER 2025 | REVISION NO.: R00 | DATE : |
| DRAWING NAME : AC OUTDOOR UNIT LOCATION | CHECKED BY : MAHUDHEE | | REVISED BY : | CHECKED BY : |

| | | | | |
|-----------------------------------------|-----------------------|---------------------------|-------------------|--------------|
| PROPERTY : PORT RESIDENCE COMMERCIAL | DRAWN BY : MAHHEE | DATE : 17TH NOVEMBER 2025 | REVISION NO.: R00 | DATE : |
| DRAWING NAME : AC OUTDOOR UNIT LOCATION | CHECKED BY : MAHUDHEE | | REVISED BY : | CHECKED BY : |



HOUSING DEVELOPMENT CORPORATION

BUSINESS DEVELOPMENT AND SALES
 2ND FLOOR, CENTRO MALL, KULIMPAKE
 REPUBLIC OF MALDIVES
 TEL : +9603353535; FAX : +9603358892
 EMAIL : hdb@hdc.mv



NOTE:
 NAME BOARD LOCATION
 STRUCTURAL COLUMNS

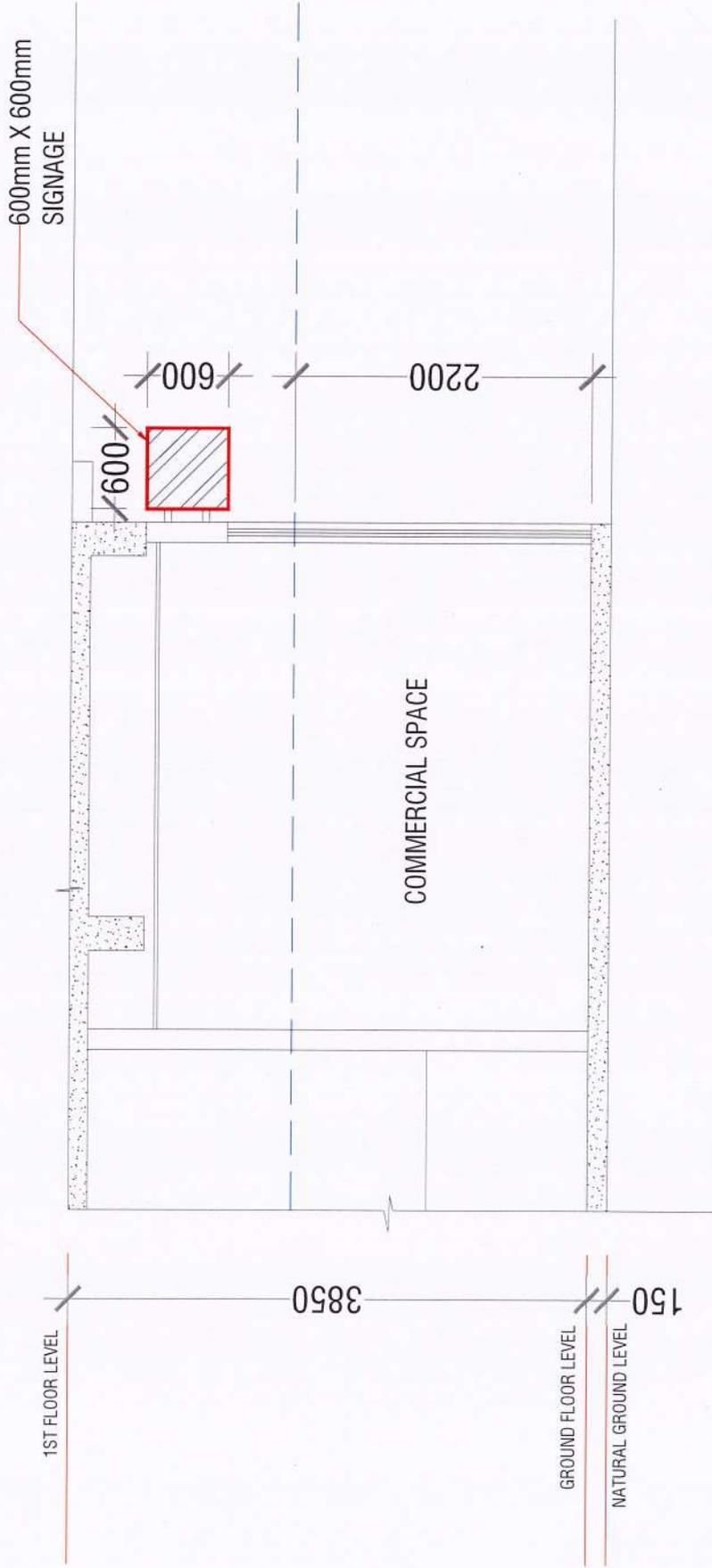
PROPERTY : PORT RESIDENCE COMMERCIAL
 ANNEX 2: NAME BOARD AND SIGNAGE PLAN

1:200

| | |
|-------------------|--------------|
| REVISION NO.: R00 | DATE : |
| REVISED BY: | CHECKED BY : |

| | |
|---------------------------|-------------------|
| DATE : 17TH NOVEMBER 2025 | DRAWN BY : MAAHEE |
| CHECKED BY : MAHUDHEE | |

| | |
|--------------------------------------------|--------------------|
| PROPERTY : PORT RESIDENCE COMMERCIAL | SCALE: AS GIVEN,A4 |
| DRAWING NAME : NAME BOARD AND SIGNAGE PLAN | |



PROPERTY : PORT RESIDENCE COMMERCIAL
 ANNEX 3: PROJECTED NAME BOARD LOCATION

1:50

NOTE:
 ——— MINIMUM HEIGHT RESTRICTION
 - - - - - PROJECTED NAME BOARD SIGNAGE

| | |
|----------------------------------------------|---------------------|
| PROPERTY : PORT RESIDENCE COMMERCIAL | SCALE: AS GIVEN, A4 |
| DRAWING NAME : PROJECTED NAME BOARD LOCATION | |

| | |
|-----------------------|---------------------------|
| DRAWN BY : MAAHEE | DATE : 17TH NOVEMBER 2025 |
| CHECKED BY : MAHUDHEE | |

| | |
|-------------------|--------------|
| REVISION NO.: R00 | DATE : |
| REVISED BY : | CHECKED BY : |



**HOUSING
 DEVELOPMENT
 CORPORATION**

BUSINESS DEVELOPMENT AND SALES
 2ND FLOOR, CENTRO MALL - HUB HUNDALE
 REPUBLIC OF MALDIVES
 TEL : +96033353535 / FAX : +96033566892
 EMAIL : info@hdc.mv