

# REQUEST FOR PROPOSAL (RFP)

FOR

## LOCAL DEVELOPERS 3 - DEVELOPMENT AND SALE OF PURE RESIDENTIAL APARTMENTS IN HULHUMALE - PACKAGE 3

**PROPOSAL REFERENCE NUMBER:** HDC (161)-CM/IU/2021/66

**ANNOUNCEMENT DATE:** 1<sup>st</sup> February 2021

**PROPOSAL SUBMISSION DEADLINE:** 15<sup>th</sup> March 2021

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## SECTION I. INSTRUCTIONS TO PROPONENTS (ITP)

| <b>A. GENERAL</b>                          |  |
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| <b>1. Scope of Proposal</b>                | <p>1.1</p> <p>The Lessor;<br/>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) for Project specified in Section V. Lessor's Requirements. The name of the Project and Proposal Reference Number of this RFP is <b>provided in the RFP Data Sheet.</b></p>  |
|  | <p>1.2</p> <p>Throughout this RFP Documents:<br/>(a) the term "in writing" means communicated in written form and delivered against receipt;<br/>(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<br/>(c) "day" means calendar day.</p>   |
| <b>2. Corrupt and Fraudulent Practices</b> | <p>2.1</p> <p>It is requirement of Lessor that proponents, suppliers, 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:<br/><br/>(a) defines, for the purposes of this provision, the terms set forth below as follows:<br/><br/>(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<br/><br/>(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the</p> |



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|                                      |            | <p>detriment of HDC, and includes 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><b>3. Eligible Proponents</b></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><b>Unless otherwise specified in the RFP data sheet,</b> 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> <p>(a) directly or indirectly controls, is controlled by or is under common control with another Proponent; or</p> <p>(b) receives or has received any direct or indirect subsidy from another Proponent; or</p>  |



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|                                     |     | <p>(c) has a relationship with another Proponent, directly or through common third parties, 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 in this RFP process by business entity. Participation by a Proponent in more than one Proposal will result in the disqualification of all Proposal 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 | A Proponent who are found in the "Arm's length" principle as <b>specified in RFP data sheet</b> with another Proponent shall be disqualified  |
| <b>B. CONTENTS OF RFP DOCUMENTS</b> |     |   |
| <b>4. Sections of RFP Documents</b> | 4.1 | <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"> <li>• Section I. Instructions to Proponents (ITP)</li> <li>• Section II. RFP Data Sheet</li> <li>• Section III. Qualification and Evaluation Criteria</li> <li>• Section IV. Business Proposal Requirement</li> <li>• Section V. Lessor's Requirements</li> <li>• Section VI. Contract Terms</li> </ul> |
|                                     | 4.2 | 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.  |
|                                     | 4.3 | The Proponent is expected to examine all instructions, forms, terms, and specifications in the RFP Documents. Failure to furnish all information and documentation  |



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|  |     | required in RFP Documents as per ITP 4.1 may result in rejection of the proposal.   |
| <b>5. Clarification of RFP Documents, Pre-Proposal Meeting</b> | 5.1 | A Proponent requiring any clarification of the RFP Documents shall contact the Lessor in writing at the Lessor's address <b>specified in the RFP Data Sheet</b> 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 <b>specified in the RFP Data Sheet</b> . The Lessor shall promptly publish its response at the web page <b>specified in the RFP Data Sheet</b> . 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. |
|  | 5.2 | If so, <b>specified in the RFP Data Sheet</b> , 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-bid 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 Bidder.  |
| <b>6. Amendment of RFP Documents</b>                           | 6.1 | At any time prior to the deadline for submission of proposal, the Lessor may amend the RFP Documents by issuing addenda.  |



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|   | 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 should extend the deadline for the submission of proposal, pursuant to ITP 16.2.   |
| <b>C. PREPARATIONS OF PROPOSALS</b>         |      |   |
| <b>7. Cost of Proposal</b>                  | 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.  |
| <b>8. Language of Proposal</b>              | 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.  |
| <b>9. Documents Comprising the Proposal</b> | 9.1  | <p>The Proposal shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Letter of Proposal Form in accordance with ITP 10;</li> <li>(b) Bid Security in accordance with ITP 13;</li> <li>(c) Written confirmation authorizing the signatory of the Proposal to commit the Proponent, in accordance with ITP 14.2 and ITP 14.3;</li> <li>(d) Business Proposal Requirement stipulated in Section IV;</li> <li>(e) 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;</li> <li>(f) Any other document required in RFP data sheet.</li> </ul> |
| <b>10. Letter of Proposal</b>               | 10.1 | The Letter of Proposal shall be prepared using the Form 02 in Section IV. The form must be completed without any alterations to the text, and no substitutes shall be   |

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|  |      | 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 V.  |
| <b>11. Currencies of Proposal</b>          | 11.1 | The currency(ies) of the proposal are to be quoted in Maldivian Rufiyaa (MVR).   |
| <b>12. Period of Validity of Proposals</b> | 12.1 | Proposal shall remain valid for the period <b>specified in the RFP Data Sheet.</b> A proposal valid for a shorter period shall be rejected by the Lessor as non-responsive.  |
| <b>13. Bid Security</b>                    | 13.1 | The Proponent shall furnish as part of its proposal, a bid security in original form and in the amount and currency <b>specified in the RFP Data Sheet.</b>  |
|  | 13.2 | The Bid Security shall be valid for the period <b>specified in the RFP Data Sheet.</b>   |
|  | 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 IV.  |
|  | 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 or 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.  |



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| <b>14. Format and Signing of Proposal</b> | 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**

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| <b>15. Sealing and Marking of Proposals</b> | 15.1 | <p>Proponents shall submit their proposal by mail or by hand. If so, <b>specified in the RFP Data Sheet</b>, 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> |
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|  |      | (b) Proponent submitting Proposal electronically shall follow the electronic bid submission procedures <b>specified in the RFP data sheet.</b>   |
|  | 15.2 | The inner and outer envelopes shall:<br>(a) bear the name and address of the Proponent;<br>(b) bear the name of the Project and shall be addressed to the Lessor;<br>(c) bear the specific proposal reference number of this RFP process indicated in RFP Data Sheet;<br>(d) bear the name, address and contact number and contact person of the Proponent.<br>(e) bear a warning not to open before the time and date for proposal opening in accordance with ITP 16.1.<br>(f) include Form 06 - Proposal Checklist |
|  | 15.3 | If all envelopes are not sealed and marked as required, the Lessor will assume no responsibility for the misplacement or premature opening of the proposal.  |
| <b>16. Deadline for Submission of Proposal</b> | 16.1 | Proposals must be received by the Lessor at the address and no later than the Proposal Submission date and time <b>specified in the RFP Data Sheet.</b>  |
|  | 16.2 | The Lessor may, at its discretion, extend the deadline for the submission of proposals by amending the RFP Documents in accordance with ITP 6, in which case all rights and obligations of the Lessor and Proponents previously subject to the deadline shall thereafter be subject to the deadline as extended.   |
| <b>17. Late Proposal</b>                       | 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.  |
| <b>18. Proposal Opening</b>                    | 18.1 | The Lessor shall open Proposals at the address on the date and time <b>specified in the RFP Data Sheet</b> in the presence of Proponent's designated representatives and anyone who choose to attend. Any specific electronic bid  |



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|  |      | opening procedures required if electronic bidding is permitted in accordance with ITP 15.1, shall be <b>specified in the RFP Data Sheet.</b>   |
|  | 18.2 | The Lessor shall open the proposals one at a time and read out and record the following<br>(a) the name of the Proponent;<br>(b) the presence of original Bid Security;<br>(c) the proposed prices in Proposal Form;<br>(d) 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 17.1 and proposals that are not in accordance with Form 06 - 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' 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. |

**E. EVALUATION AND COMPARISON OF PROPOSALS**

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| <b>19. Confidentiality</b> | 19.1 | 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. |
|                            | 19.2 | 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.   |



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|  | 19.3 | Notwithstanding ITP 20.2, 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.  |
| <b>20. Clarification of Proposals</b>              | 20.1 | 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 24. |
|  | 20.2 | 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.   |
| <b>21. Deviations, Reservations, and Omissions</b> | 21.1 | During the evaluation of proposal, the following definitions apply: <ul style="list-style-type: none"> <li>(a) "Deviation" is a departure from the requirements specified in the RFP Documents;</li> <li>(b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the RFP Documents; and</li> <li>(c) "Omission" is the failure to submit part or all of the information or documentation required in the RFP Documents.</li> </ul>  |
| <b>22. Determination of Responsiveness</b>         | 22.1 | 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.  |
|  | 22.2 | A substantially responsive proposal is one that meets the requirements of the RFP Documents without material deviation, reservation, or omission.  |





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|   | 22.3 | <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"> <li>(a) if accepted, would             <ul style="list-style-type: none"> <li>(i) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or</li> <li>(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</li> </ul> </li> <li>(b) if rectified, would unfairly affect the competitive position of other Proponents presenting substantially responsive proposal.</li> </ul>   |
|   | 22.4 | <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 responsive by correction of the material deviation, reservation, or omission.</p>   |
| <p><b>23. Correction of Arithmetical Errors</b></p> | 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"> <li>(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;</li> <li>(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</li> <li>(c) if there is a discrepancy between words and figures, the amount in words shall prevail,</li> </ul> |



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|   |      | 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.   |
| <b>24. Evaluation of Proposal</b>   | 24.1 | The Lessor shall use the criteria and methodologies listed in Section III Qualification and Evaluation Criteria.  |
| <b>25. Lessor's Right to Accept Any Proposal, and to Reject Any or All Proposal</b> | 25.1 | The Lessor reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposal 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.      |
| <b>F. AWARD OF CONTRACT</b>   |      |   |
| <b>26. Award Criteria</b>   | 26.1 | Subject to ITP 25.1, 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 24.1, provided further that the Proponent is determined to be qualified to perform the Contract satisfactorily. |
|   | 26.2 | In case multiple Land Plots are specified in Section V, the Lessor shall conditionally award the Contract to the Proponents as per evaluation ranking subject to ITP 26.1   |
| <b>27. Land Plot Selection</b>  | 27.1 | Land plot selection for the Successful Proponents shall be carried out as per procedures <b>specified in the RFP data sheet.</b>  |
| <b>28. Notification of Conditional Award</b>  | 28.1 | 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.  |
|   | 28.2 | Until a formal contract is prepared and executed, the successful Proponents' proposal and the notification of conditional award shall constitute a binding Contract.  |





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|  | 28.3 | Failure of the successful Proponent to fulfill the obligations in ITP 29 and ITP 30 or sign the Contract in accordance with ITP 31 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 and is determined by.   |
| <b>29. Acquisition Fee</b>                     | 29.1 | Within 30 (Thirty) days of Notification of Conditional Award and prior to execution of the signing of agreement in accordance with ITP 32.1, the successful proponent shall pay Acquisition fee in the amount and currency <b>specified in the RFP Data Sheet</b> , to the account which will be notified in the Conditional Award Letter. Promptly upon notification of the payment, the Lessor shall send the successful Proponent the Contract Agreement.  |
| <b>30. Performance Guarantee</b>               | 30.1 | Within 30 (thirty) days of the receipt of notification of conditional award from the Lessor, the successful Proponent shall furnish the Performance Guarantee as specified in the Section VI Contract Terms. If the performance security furnished by the successful Proponent is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Proponent to be acceptable to the Lessor. A foreign institution providing a bond shall have a correspondent financial institution located in the Lessor's Country. |
| <b>31. Concept Drawing &amp; Work Schedule</b> | 31.1 | Within 30 (Thirty) days of the receipt of notification of conditional award from the Lessor, the successful Proponent shall submit concept design.  |
| <b>32. Signing of Contract</b>                 | 32.1 | Promptly upon notification of the conditional award, the Lessor shall send the successful Proponent the Contract.   |
|  | 32.2 | Within 7 (seven) days of the success fulfilment of the obligation stipulated in ITP 29, ITP 30 and ITP 31, successful Proponent shall sign the Contract with Lessor.  |

Local Developers 3- Development of Sale of Pure Residential Apartments in Hulhumale. Package 3





## SECTION II. RFP DATA SHEET

| <b>A. GENERAL</b>                   |  |
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| ITP 1.1                             | Name of the Project: <b>Local Developers 3 Project- Development and Sale of Pure Residential Apartments in Hulhumale – Package 3</b>   |
| ITP 1.1                             | The Reference Number of Proposal Process is: <b>HDC(161)-CM/IU/2021/66</b>   |
| ITP 3.2                             | The Proponent or Joint Venture Partner(s) should be 100% Maldivian owned business entities or companies.   |
| ITP 3.6                             | <p>(i) Proponent shall be considered to be in “Arm’s Length”, if the Proponent and close member of Proponents’ family:</p> <ul style="list-style-type: none"> <li>i. directly or indirectly controls, is controlled by or is under common control with another Proponent; or</li> <li>ii. has a relationship with another Proponent, directly or through common third parties, 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</li> <li>iii. has significant influence over another Proponent or is a member of the key management personnel of another Proponent or of a parent of the Proponent; or</li> <li>iv. provides key management personnel services to another Proponent or to the parent of the Proponent.</li> </ul> <p>(ii) A close member of a Proponent’s family includes spouse, children parent and siblings.</p> <p>(iii) Key Management Personnel is defined those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.</p> |
| <b>B. CONTENTS OF RFP DOCUMENTS</b> |  |
| ITP 5.1                             | <p>For <b>clarification purposes</b> only, the Lessor’s address is:</p> <p><b>Business Development, Marketing &amp; Sales</b><br/>                     Housing Development Corporation Ltd.<br/>                     Ground Floor, HDC Building<br/>                     Hulhumalé, Maldives<br/>                     Tel: (+960) 3355 314, (+960) 3355 368</p>  |



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|                                     | E-mail: <a href="mailto:sales@hdc.com.mv">sales@hdc.com.mv</a>  |
| ITP 5.1                             | Webpage:<br>Corporate website - <b>hdc.com.mv</b><br>MyHulhumalé Properties website - <b>properties.hdc.com.mv</b>  |
| ITP 5.1                             | The deadline for request for clarification is on or before <b>21<sup>st</sup> February 2021 at 1400 hrs</b>   |
| ITP 5.2                             | The <b>pre-proposal meeting</b> shall take place at the following date, time and place;<br>Date: <b>14th February 2021</b><br>Time: <b>1400hrs</b><br>Place: Online Meeting held via Zoom<br><br>Interested parties can join pre-proposal meeting via zoom link shared on Invitation for Proposals.<br><br>In order to minimize technical issues please join the meeting 10 minutes prior to the time.  |
| <b>C. PREPARATIONS OF PROPOSALS</b> |   |
| ITP 12.1                            | Proposal Validity Period: <b>150</b> (One Hundred and Fifty) days   |
| ITP 13.1                            | The Amount and Currency of Bid Security shall be <b>MVR 500,000.00</b> (Maldivian Rufiyaa Five Hundred Thousand) or <b>equivalent in United States Dollar (USD)</b> .<br><br>The source of exchange rate shall be <b>Maldives Monetary Authority (MMA)</b> and the date for the exchange rate shall be 14 (fourteen) days before Proposal Submission deadline.<br><br>In case a Proponent submits proposal for more than one Package in Local Developer 3 Project, bid security shall be as follows: <ul style="list-style-type: none"> <li>• Only one bid security is required for submitted for RFP for Local Developers 3 Packages.</li> <li>• The original bid security as per ITP 13 and Form 02 shall be submitted in a sealed envelope and all the proposals submitted shall include copy of the original bid security submitted.</li> </ul> |
| ITP 13.2                            | Bid Security Validity Period: <b>180</b> (One Hundred and Eighty) days from the deadline for submission of Proposals.   |



*[Handwritten signature]*



| <b>D. SUBMISSION AND OPENING OF PROPOSALS</b> |   |
|---|---|
| ITP 15.1                                      | Proponents do not have the option of submitting their proposal electronically.  |
| ITP 16.1                                      | <p>For <b>proposal submission purpose</b> only, the Lessor Address is:</p> <p><b>Exhibition Center (Ground Floor)</b><br/>                     HDC Building<br/>                     Huvandhumaa Hingun<br/>                     Housing Development Corporation Ltd.</p> <p>Date: <b>15th March 2021</b><br/>                     Time: <b>1300hrs to 1400hrs</b></p>  |
| ITP 18.1                                      | <p>For <b>proposal opening</b> shall take place at:</p> <p><b>Exhibition Center (Ground Floor)</b><br/>                     HDC Building<br/>                     Huvandhumaa Hingun<br/>                     Housing Development Corporation Ltd.</p> <p>Date: <b>15th March 2021</b><br/>                     Time: <b>1400hrs</b></p> <p><b><i>Proponents do not have the option of submitting their proposal electronically.</i></b></p>  |
| <b>E. AWARD OF CONTRACT</b>                   |   |
| ITP 27  | <ul style="list-style-type: none"> <li>• Priority for Plot selection shall be given to the successful Proponents based on evaluation ranking whereby highest scored Proponent will be given priority for land plot selection.</li> <li>• The Local Developer 3 Projects includes 4 (four) Request for Proposal as below;                             <ul style="list-style-type: none"> <li>○ Local Developer 3 Project – RFP Package 1 - Reference No: HDC(161)-CM/IU/2021/64 (01<sup>st</sup> February 2021)</li> <li>○ Local Developer 3 Project – RFP Package 2 - Reference No: HDC(161)-CM/IU/2021/65 (01<sup>st</sup> February 2021)</li> <li>○ Local Developer 3 Project – RFP Package 3 - Reference No: HDC(161)-CM/IU/2021/66 (01<sup>st</sup> February 2021)</li> </ul> </li> </ul> |

Local Developers 3- Development of Sale of Pure Residential Apartments in Hulhumale. Package 3

|          |  |
|----------|--|
|          | <ul style="list-style-type: none"><li>○ Local Developer 3 Project – RFP Package 4 - Reference No: HDC(161)-CM/IU/2021/67 (01<sup>st</sup> February 2021)</li><li>• One land plot from Local Developer 3 Project (including Package 1, Package 2, Package 3 and Package 4) will be awarded to a successful Proponent.</li><li>• If a Proponent is ranked highest for more than one Package of Local Developer 3 Project, the Proponents will be given opportunity to select only one land plot. The forfeited land plot from the highest-ranking Proponent shall be awarded to the next highest ranked Proponent.</li></ul> |
| ITP 28.1 | The rate for the Acquisition Fee is <b>MVR. 210.00 (Two Hundred and Ten)</b> per sqft of plot area.  |





## SECTION III. 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 requested in the Section IV, Business Proposal Requirements and proposal shall fulfill requirements in accordance with ITP 9.1.

### 1. QUALIFICATION CRITERIA

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

#### 1.1 Financial Resources

- (a) Proponent shall provide proof of funds to finance the full Engineer's Project Cost Estimate by Lessor as per Section III, Clause 3.
- (b) Financial resources will be evaluated based on the method of financing proposed by Proponents.
  - i. Equity financing, proposed for method of financing will be evaluated based on the bank statement balance, cash and cash equivalents, receivables, payables and inventory (if relevant) from audited financial statements
  - ii. Bank financing and external financing, proposed for method of financing will be evaluated based on the documents submitted as per Section IV 4.2.1
  - iii. Equity injection, proposed for method of financing will be evaluated based on the shareholder's bank statement balance, cash and cash equivalents, receivables, payables and inventory (if relevant) from audited financial statements or relevant document submitted for bank finance or external financing.
- (c) Proponent that opts the Mortgage for the development and sale rights option, shall provide proof of funds for a minimum 30% of Engineer's Project Cost Estimate as for equity and provide proof of funds for remaining percentage as per proposed method financing opt by Proponents.
- (d) Proponents who does not show proof of funds to finance the full Engineers' Project Cost Estimate by Lessor shall be disqualified.

#### 1.2 Outstanding Payment

- (a) Proponent shall not have any due payment to Lessor prior to 5 (Five) calendar days to Proposal Submission.





- (b) Proponents who have payment due prior to 5 (Five) calendar days of the submission of RFP shall be disqualified.

### **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 last 5 (Five) years will be disqualified.
- (b) Proponents who do not have complied with any court verdicts in relation to an agreement made with HDC, within the last 5 (Five) years shall be disqualified.

### **1.4 Single Party Exposure Limit**

- (a) Proponents shall meet the criteria and requirements set forth in "Single Party Exposure Limit Policy" published as per announcement no: HDC (161)-CM/IU/2020/2017 dated on 13th October 2020 available at HDC corporate website and MyHulhumale' Properties website.

### **1.5 Project Awarded Parties**

- (a) Parties who have been awarded to develop a project of more than 30 units (Residential Apartments) by HDC shall be ineligible for this RFP process. This includes operators and contractors who have been awarded more than 30 units.



## 2. EVALUATION CRITERIA

Proposals that meets the requirement set in Qualification Criteria of Section III will be evaluated based on the following criteria and points will allocated as below:

| Criteria                                    | Allocated % |
|---|-------------|
| a) Land Price                               | 45%         |
| b) Residential Sale Rate (Exclusive of GST) | 35%         |
| c) Experience                               | 10%         |
| d) Business Plan                            | 10%         |
| <b>Total</b>                                | <b>100%</b> |

### 2.1 LAND PRICE – 45%

- 2.1.1 The Land Price proposed by the proponent shall be higher than the minimum acceptable Land Price as per Section V. Lessors' Requirement. Any Proposal which is less than the said minimum acceptable Land Price shall be disqualified.
- 2.1.2 Proponents with the highest acceptable Land Price rate will be given a score of 100 points for proposed land price, whereby points shall be given as prorated for the other Proponents.
- 2.1.3 The Proponent shall settle the value of the land price payable to HDC in terms of completed "Price Capped Housing Units" at the proposed Residential Sale Rate.
- 2.1.4 Procedure to Eliminate Outliers
- a) In evaluation of Proposed Land Price, 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 Land Cost Value**
    - **Upper Boundary = UQ + (IQR x 0.5)**
  - b) If the proposed Land Price Value is higher than the Upper Boundary, the proposal shall be disqualified.



### Sample for Eliminating Outliers – Land Price

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

#### Minimum Land Price Rate

**2,570.00**

#### Step 1: Comparison of acceptable proposals

| Proponent Name | Land Price Per Sqft |          |
|----------------|---------------------|----------|
| Proponent 1    | 2,600.00            | Accepted |
| Proponent 2    | 2,650.00            | Accepted |
| Proponent 3    | 2,400.00            | Rejected |
| Proponent 4    | 2,700.00            | Accepted |
| Proponent 5    | 2,750.00            | Accepted |
| Proponent 6    | 3,000.00            | Accepted |
| Proponent 7    | 3,100.00            | Accepted |
| Proponent 8    | 3,700.00            | Rejected |
| Proponent 9    | 3,600.00            | Rejected |
| Proponent 10   | 3,200.00            | Accepted |

#### Step 2: Calculating Quartile Range

|                     |          |
|---------------------|----------|
| Lower Quartile      | 2,662.50 |
| Upper Quartile      | 3,175.00 |
| Interquartile Range | 512.50   |

#### Step 3: Calculating Acceptable Range

|                |          |
|----------------|----------|
| Lower Boundary | 2,570.00 |
| Upper Boundary | 3,431.25 |

#### Note:

- Lower Quartile (LQ) - 25% percentile
- Upper Quartile (UQ) - 75% percentile
- Interquartile Range (IQR) = UQ – LQ
- **Lower Boundary = Minimum Acceptable Land Price**
- **Upper Boundary = UQ + (IQR x 0.5)**





## 2.2 RESIDENTIAL SALE RATE: 35%

- 2.2.1 The Residential Sale Rate is the rate at which the Proponent shall sell the completed "Price Capped Housing Units" (60% of the total residential GFA), which shall be exclusive of GST.
- 2.2.2 The maximum acceptable Residential Sale Rate per square feet of the saleable area of a completed housing unit is MVR 2,400.00 (Maldivian Rufiyaa Two Thousand and Four Hundred) (exclusive of GST) any proposal which is higher than the said maximum acceptable Residential Sale Rate shall be disqualified.
- 2.2.3 The proposed Residential Sale Rate should be in accordance with the Letter of Proposal and shall be proposed for per square feet of the completed housing unit.
- 2.2.4 The proponent offering the lowest residential sale rate will be given a maximum score of 40% whereby points shall be given as prorated for the other proponents.
- 2.2.5 Procedure to Eliminate Outliers
- a) In evaluation of residential sales 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 = LQ - (IQR x 0.5)**
    - **Upper Boundary = Maximum Acceptable Residential Sales Rate**
  - b) If the proposed residential sales rate is lower than the Lower Boundary, the proposal shall be disqualified.



## Sample for Eliminating Outliers – Residential Sale Rate

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

**Maximum Acceptable Residential Sale Rate** **2,400.00**

Step 1: Comparison of acceptable proposals

| Proponent Name | Rate per sqft |          |
|----------------|---------------|----------|
| Proponent 1    | 2,400.00      | Accepted |
| Proponent 2    | 2,300.00      | Accepted |
| Proponent 3    | 2,100.00      | Accepted |
| Proponent 4    | 2,200.00      | Accepted |
| Proponent 5    | 2,275.00      | Accepted |
| Proponent 6    | 1,700.00      | Accepted |
| Proponent 7    | 1,600.00      | Rejected |
| Proponent 8    | 2,000.00      | Accepted |
| Proponent 9    | 1,850.00      | Accepted |
| Proponent 10   | 2,500.00      | Rejected |

Step 2: Calculating Quartile Range

|                     |          |
|---------------------|----------|
| Lower Quartile      | 1,887.50 |
| Upper Quartile      | 2,293.75 |
| Interquartile Range | 406.25   |

Step 3: Calculating Acceptable Range

|                |          |
|----------------|----------|
| Lower Boundary | 1,684.38 |
| Upper Boundary | 2,400.00 |

### Note:

- Lower Quartile (LQ) - 25% percentile
- Upper Quartile (UQ) - 75% percentile
- Interquartile Range (IQR) = UQ – LQ
- **Lower Boundary = LQ - (IQR x 0.5)**
- **Upper Boundary = Maximum Acceptable Residential Sales Rate**



## 2.3 EXPERIENCE: 10%

- 2.3.1 **For Operators**, operational experience will be evaluated based on the number of years in operation. Maximum points for operation experience will be given for registered establishments that have been in operation in a relevant field for the past 5 (five) years and score will be given pro-rata basis for Proponents with less than 5 (five) years operation experience.
- 2.3.2 **For Contractors**, contractors experience will be evaluated based on the value of the completed projects. Maximum points for contractor's experience will be given for contractors that has completed projects that amounts to 150% (One Hundred and Fifty Percent) of the Engineer's Project Estimate by Lessor as per Section III, Clause 3. Score will be given pro-rata basis for Contractors with value of completed projects less than 150% of the Engineer's Project Estimate by Lessor.
- 2.3.3 **Should the Proponent be an Operator**, maximum 7% will be allocated for operational experience and 3% will be allocated for capacity of contractor proposed by the operator (Proponent) in their proposal.
- 2.3.4 **Should the Proponent be a Contractor**, maximum 7% will be allocated for contractors' experience in development and 3% will be allocated for capacity of operator proposed by the contractor (Proponent) in their proposal.
- 2.3.5 **For General Businesses**, 5% will be allocated to contractors' experience and 5% will be allocated to operators' experience. With operators and contractors scoring maximum points based on their experience as mentioned in 2.3.1 and 2.3.2.

## 2.4 BUSINESS PLAN: 10%

The business plan will be evaluated based on the following criteria:

- 2.4.1 Marketing Plan - 30 points
- 2.4.2 Maintenance/ Facilities Management Plan - 30 points
- 2.4.3 Financial Plan - 20 points
- 2.4.4 Operational Plan - 20 points

## 3. ENGINEER'S PROJECT COST ESTIMATE BY LESSOR

- 3.1.1 Engineer's Project Cost Estimate by Lessor for the Local Developer 3 Project Package 3 is **MVR 17,172,187.87** (Maldivian Rufiyaa Seventeen Million, One Hundred Seventy Two Thousand, One Hundred Eighty Seven and Eighty Seven Laari).
- 3.1.2 The calculation basis for Engineer's Project Estimate by Lessor is average project cost of the land plots calculated at the rate of MVR 1,000.00 per sqft (Gross Floor Area).



## SECTION IV. BUSINESS PROPOSAL REQUIREMENT

To establish its qualifications to perform the contract in accordance with *Section III 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.
- 3.2 Copy of GST Registration certificate (for the relevant and similar work)
- 3.3 Copy of Trade permit (for the relevant and similar work).
- 3.4 For Partnership: Partnership Deed / Agreement
- 3.5 For Company; Memorandum and Articles of Association of the Company.
- 3.6 For Company; Board Resolution of the Company confirming Board of Director's approval for proposed work.
- 3.7 Information of the Authorized Representative as in Form 03.
- 3.8 Power of Attorney to sign on behalf of the Proponent in accordance with ITP 14.2.
- 3.9 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;
- 3.10 Document indicating the ownership and shareholding structure of the Proponent.

### 4. FINANCIAL DOCUMENTS

- 4.1 HDC statement of the Due Clearance Form
  - 4.1.1 Due clearance statement from HDC will be given upon request from the proponent via Due Clearance Form.
  - 4.1.2 The form shall have a validity of minimum 5 (Five) days, prior to proposal submission date.

Link for Due Clearance Form: <https://bit.ly/2We5z1a>





- 4.2 Financial proposal including the method of financing the proposed investment (i.e. equity financing or external financing) and in terms of percentage for more than one method of financing.
  - 4.2.1 Proposed method of financing for investment can be equity financing, equity injection, bank finance, and external finance such as financier company, lines of credit, time deposit, tradable bonds or combination of various financing methods.
- 4.3 For Sole Proprietorship, bank statements of the most recent 12 (twelve) months of the business entity or the monthly balance or monthly average balance confirmation. The submitted statement shall be original, authorized and sealed by the bank / financial institution.
- 4.4 For Company, audited financial statements of the past three 03 (three) years authorized by a certified audit firm / individual and management account of the current year.
- 4.5 If Bank financing is proposed by Proponents, bank comfort letter, bank guarantee or any other relevant documents shall be submitted. The submitted documents shall include the Proponent(s) name and name of proposed work/ project.
- 4.6 If equity injection or external financing is proposed by Proponents, relevant documents including but not limited to Proponent(s) name, name of the proposed work/project and letter of commitment from financier shall be submitted demonstrating access to or availability of funds.
- 4.7 Copy of GST and BPT Returns Statement of the past 3 (three) years.

## 5. BUSINESS PLAN

The Proponent shall submit a business plan including the following:

- 5.1 Marketing Plan
  - a) Product strategy
  - b) Pricing strategy
  - c) Promotional strategy
- 5.2 Maintenance/ Facilities Management Plan
  - a) Proposed maintenance/ facilities management structure
  - b) Proposed management fee structure
- 5.3 Financial Plan
  - a) Project cost (use Engineer's Project Cost Estimate by Lessor) and project financing mechanism
  - b) Financial forecast including capital budget, profit and loss statement, cash flow statement and investment indicators.
- 5.4 Operational Plan
  - a) Proposed project schedule
  - b) Management and Operational details
  - c) Creation of employment opportunities to locals

## 6. EXPERIENCE

- 6.1 Proponent shall submit documents proving their experience including project completion letters/certificate including project values, reference letter or any other relevant documents proving the experience in the field or similar business activities.
- 6.2 Proponents are required submit according to Form 04 for project completion letter / certificate and Form 05 for reference letter.

## 7. PROPOSAL CHECKLIST

- 7.1 Proposal Checklist as in Form 06 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 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. 458

**[seal and signature of the bank / financial institution]**



*BAJ*



## FORM 02: LETTER OF PROPOSAL

Date: .....

Name of the Project: .....

Proposal Reference No: .....

Proponent Type:  Contractor

Operator

General

**To:** Housing Development Corporation Ltd.

Ground Floor, HDC Building

Hulhumalé, Maldives

We, the undersigned, declare that:

- (a) 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.
- (b) We meet the eligibility requirements and have no conflict of interest in accordance with ITP 3;
- (c) We have not been suspended nor declared ineligible by the Lessor in accordance with ITP 3.3.
- (d) We have no outstanding payment due to the Lessor in accordance with Section III.
- (e) We have no non-performance of a contract and non-compliance with court verdicts in accordance with Section III.
- (f) We, (insert *business name and business registry number*), offer to (insert name of the Project)
- (g) We undertake, to settle the value of land price in terms of completed "Price Capped Housing Units" and sell "Price Capped Units" to customers at the proposed Residential Sale Rate, where proposal is accepted.
- (h) We propose Land Price rate of, MVR.....L..... (amount in numbers) (Rufiyaa..... Laari.....) (amount in words), per square feet of plot area.
- (i) We propose the Residential Sale Rate for Price Capped Housing Units (exclusive of GST), at MVR.....L.....(amount in numbers) (Rufiyaa.....Laari.....) (amount in words), per square feet of completed saleable area where the proposal is accepted.
- (j) Where the proposal is successful, we undertake, to adhere the Drawings and Guidelines stated in Section V, during the design and construction of the development.



*Handwritten signature/initials*



- (k) Our proposal shall be valid for a period of One Hundred and Fifty (150) days from the date of proposal submission deadline in accordance with RFP document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (l) 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
- (m) We understand that Lessor is not bound to accept the highest evaluated proposal or any proposal that may receive.

**Proponent:**

Name: .....

(Seal)

Address: .....

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

Name: .....

Title: .....

Signature: .....

Date: .....



*Handwritten signature/initials*

### FORM 03: INFORMATION OF THE AUTHORIZED REPRESENTATIVE

Date: .....

Proposal Reference No:.....

**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 (ref no) 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: FORMAT FOR PROJECT COMPLETION CERTIFICATE

[INSERT PROPONENT LETTER HEAD]

### PROJECT COMPLETION CERTIFICATE

1. **Project:** [Insert Completed Project Name] [Insert Building Name /Lot Number]
2. **Agreement No:** [Insert Agreement Number] [Insert Agreement Date]
3. **Client:** [Insert Company Name of The Developer/ Contractor]  
[Insert ID Card No / Business Registration No]  
[Insert Company Name of The Developer/ Contractor]
4. **Contractor:** [Insert Company Name of The Developer/ Contractor]  
[Insert Registration No:]  
[Insert Address]
5. **Project Information:**  
**Total Project Value:** [insert project value in Maldivian Rufiyaa MVR]  
**Start Date:** [insert project start date]  
**Completion Date:** [insert project completion date]  
**Any Additional details of the Completed Project:** (Number of apartment units, construction area, floor height)

The project was awarded to [Insert Developer/Contractor Name] for the [Insert Project Name] and the project was completed and handed over to [Insert Client Name] on [Insert Completion / Handover Date].

#### [Signature On Behalf Of The Developer/Contractor]

Name: .....

Company Registration No. : .....

Designation: .....

Signature: .....

Seal: .....

---

I hereby confirm and certify that work under the above-named project [Insert Project Name] has been satisfactorily executed and completed by [Developer / Contractor Name]

#### [Signature On Behalf Of The Client]



Local Developers 3- Development of Sale of Pure Residential Apartments in Hulhumale. Package 3

Name: .....

Company Registration No. : .....

ID Card No:.....

Contact No: .....

Signature: .....

Seal: .....



*[Handwritten signature]*



## FORM 05: FORMAT FOR REFERENCE LETTER

*[Insert Client Letter Head]*

*[Client Name]*

*[Client Address]*

*[Client Contact No.]*

*[Client Email]*

Date: *[Insert Date]*

Reference No: *[Insert Reference Number]*

### **TO WHOM IT MAY CONCERN**

This letter of reference is issued to *[insert Proponent Name]* for the *[insert work/service name]*. We confirm with our best knowledge that *[Insert Proponent Name]* has satisfactorily completed *[insert work / service name]* from *[start date]* and to *[completion date]* and the value of the work completed was *[insert value of work/service completed in Maldivian Rufiyaa MVR]*

*[Optional] [Insert Proponent Name] carried out [insert scope of work/services or brief description of the work/services].*

We recommend the *[work/services]* of *[Insert Proponent Name]* and endorse the credibility and the professionalism of their services.

Should you require any further queries on the above references, please feel free to contact me.

Sincerely,

[Sign]

[Signatory Name]

[Designation]



## FORM 06 - PROPOSAL CHECKLIST

Proponents are required to Form 06 – 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                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Board Resolution as in SECTION IV 3.6                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Proposal Checklist in FORM 04 attached outside sealed proposal. |

**NOTE:**

- PROPOSALS WITHOUT THE SPECIFIED DOCUMENTS STATED IN THE FORM 06 PROPOSAL CHECKLIST WILL BE REJECTED AT THE TIME OF PROPOSAL OPENING.





## SECTION V. LESSOR'S REQUIREMENTS

### 1. SCOPE OF WORKS

Housing Development Corporation (Lessor) is seeking for 100% local developers for the Development and Sale of Pure Residential Apartments in Hulhumale. The selected party (Lessee) will be responsible for development and sale of the pure residential building as per the guidelines set by HDC.

### 2. LAND PRICE (COST OF DEVELOPMENT AND SALE RIGHTS)

- 2.1. The minimum acceptable land price per square feet (plot area) (Cost of Development and Sales Rights) shall be as follows:

| # | Lot No.       | Plot Area (Sq.ft) | Minimum Acceptable Land Price (MVR/sqft) (Exclusive of GST) |
|---|---------------|-------------------|---|
| 1 | 20424 (N4-11) | 3,314.96          | 2,000.00  |
| 2 | 20425 (N4-11) | 3,628.51          | 2,000.00  |
| 3 | 20431 (N4-11) | 3,599.88          | 2,000.00  |
| 4 | 20432 (N4-11) | 3,628.19          | 2,000.00  |

- 2.2. The Developer shall settle the value of land price in terms of completed "Price Capped Housing Units" inclusive of the proportionate car parking area, at the proposed Residential Sale Rate as per Section III, Clause 2.2 of this RFP.
- 2.3. The units to HDC should be distributed to different floors and should have a mix of 2 bedrooms and 3 bedrooms.
- 2.4. If there is any difference in value while handing over developed units, it should be settled in cash on the day of unit handover.
- 2.5. If the developer fails to handover residential units or to settle the balance of land cost in cash to HDC as per the agreement and work schedule, the developer must pay delay damages to HDC as follows:
- 2.5.1. Penalty for residential area should be 0.05% per day of the outstanding amount.

### 3. PRODUCT DETAILS

#### 3.2 Housing Segmentation

- 3.2.1 The developer must develop pure residential apartments as per the Drawings and Guidelines in Section V, 4.



*SPA*

- 3.2.2 The residential units shall comprise of units of 2 bedrooms and 3 bedrooms.
- 3.2.3 3-5% of residential units should be allocated for people with disabilities.
- 3.2.4 Price Capped Housing Units: Minimum of 60% of the saleable area shall be priced at the proposed Residential Unit Sale Rate as per Section III, Clause 2.2 of this RFP.
- 3.2.5 The maximum acceptable Residential Sale Rate per square feet of the saleable area of a completed housing unit is MVR 2,400.00 (Maldivian Rufiyaa Two Thousand and Four Hundred) (exclusive of GST) any proposal which is higher than the said maximum acceptable Residential Sale Rate shall be disqualified.
- 3.2.6 Open Market Units: Maximum of 40% of the saleable area can be sold at open market price.
- 3.2.7 Price Capped units should have basic finishing and facilities should be as per the Drawings and Guideline (Section V, 4).

### **3.3 Parking**

- 3.3.1 Parking has to be provided as per the Drawing and Guidelines in Section V, 4.
- 3.3.2 Car parking spots should be sold to the tenants linked to the sale of units.
- 3.3.3 Developer cannot lease out parking spots. Any car parking spots unsold at the time completion of residential unit sale should be handed over to condominium society.
- 3.3.4 Motorbike parking shall be allocated to each unit as per the Drawing and Guidelines in Section V, 4.
- 3.3.5 Any additional motorbike parking spots can be sold to the tenants linked to the sale of units. Any motorbike parking spot unsold at the time completion of residential unit sale should be handed over to condominium society.
- 3.3.6 Developer should allocate car parking spots and motorbike parking spots to units handed over to HDC proportionately at the ratio of parking as per the Drawing and Guidelines in Section V, 4.

### **3.4 Sale of the Housing Units**

- 3.4.1 The developer can sell the housing units to the individuals allowed under the Maldivian land law.
- 3.4.2 Approval for pre-sale can be granted upon 20% completion civil of works.



- 3.4.3 Developer can start the marketing and promotion of the housing units after agreement signing.
- 3.4.4 A booking fee of maximum MVR 50,000 can be collected from the customers when booking, however this has to be part of the price of the housing unit.
- 3.4.5 The developed properties should be listed on HDC's Properties Website for sale of units with details of facilities and units.
- 3.4.6 When selling "Price Capped Units" developer should offer to customers the units at the proposed Residential Sale Rate as per Section III, Clause 2.2, which shall be applied per square feet of the Saleable Floor Area. Any add-ons to upgrade the unit can be applied only if the customer voluntarily requests for it, and it should be communicated in written form as per Customer Consent Form (attached in Terms Sheet) for Add-ons and should be submitted to HDC along with sale documents. Any common use area shall not be considered as part of the add-ons.
- 3.4.7 Developer shall submit details of sale price of "Open Market Units". Any amendments can be brought only if the customer voluntarily requests for it, and it should be communicated through Customer Consent Form (attached in Terms Sheet), for Add-ons and should be submitted to HDC along with sale documents.
- 3.4.8 Developer shall not under any circumstance sell more than one unit to a single party.



#### 4. DRAWINGS AND GUIDELINES

##### 4.1 Drawings

The drawing contains the location map and plot / unit map of the land to be allocated for this RFP process. (Refer to next page).

| # | Lot No.       | Usage   | Plot Area (Sq.ft) |
|---|---------------|---|-------------------|
| 1 | 20424 (N4-11) | Development and Sale of Pure Residential Building | 3,314.96          |
| 2 | 20425 (N4-11) | Development and Sale of Pure Residential Building | 3,628.51          |
| 3 | 20431 (N4-11) | Development and Sale of Pure Residential Building | 3,599.88          |
| 4 | 20432 (N4-11) | Development and Sale of Pure Residential Building | 3,628.19          |

\* Areas in the drawings is subjected to minimal changes.



*[Handwritten signature]*



## 4.2 Design and Development Guideline

(Refer to Next Page)



PHASE 2

PHASE 1



PROJECT: RESIDENTIAL TOWER (N4-11)

Scale: N.T.S

Drawn by: Razzan

Checked by:

Date: 3rd September 2020

Remarks:

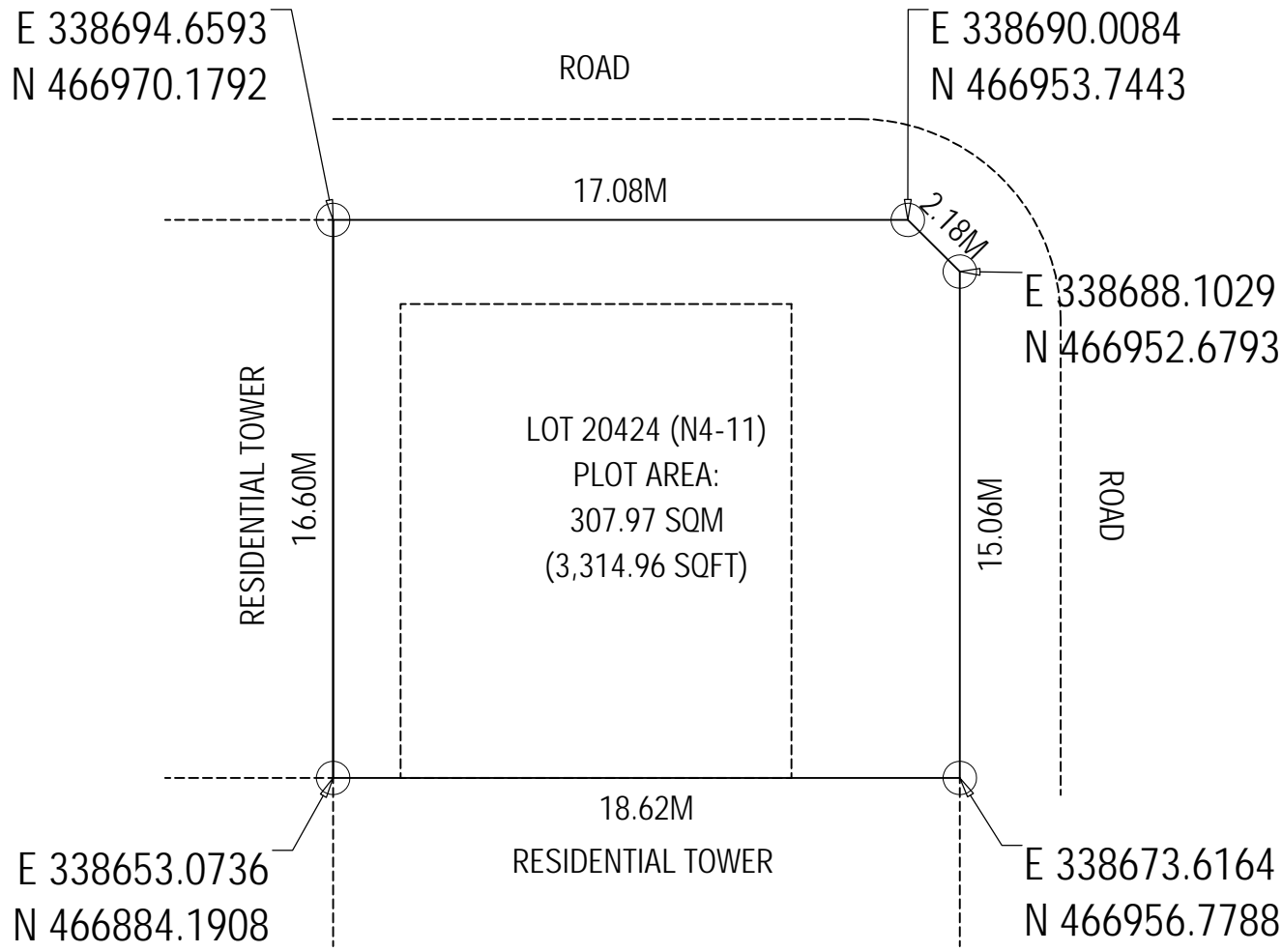
DRAWING: LOCATION MAP



**HOUSING  
DEVELOPMENT  
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PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: PLOT MAP

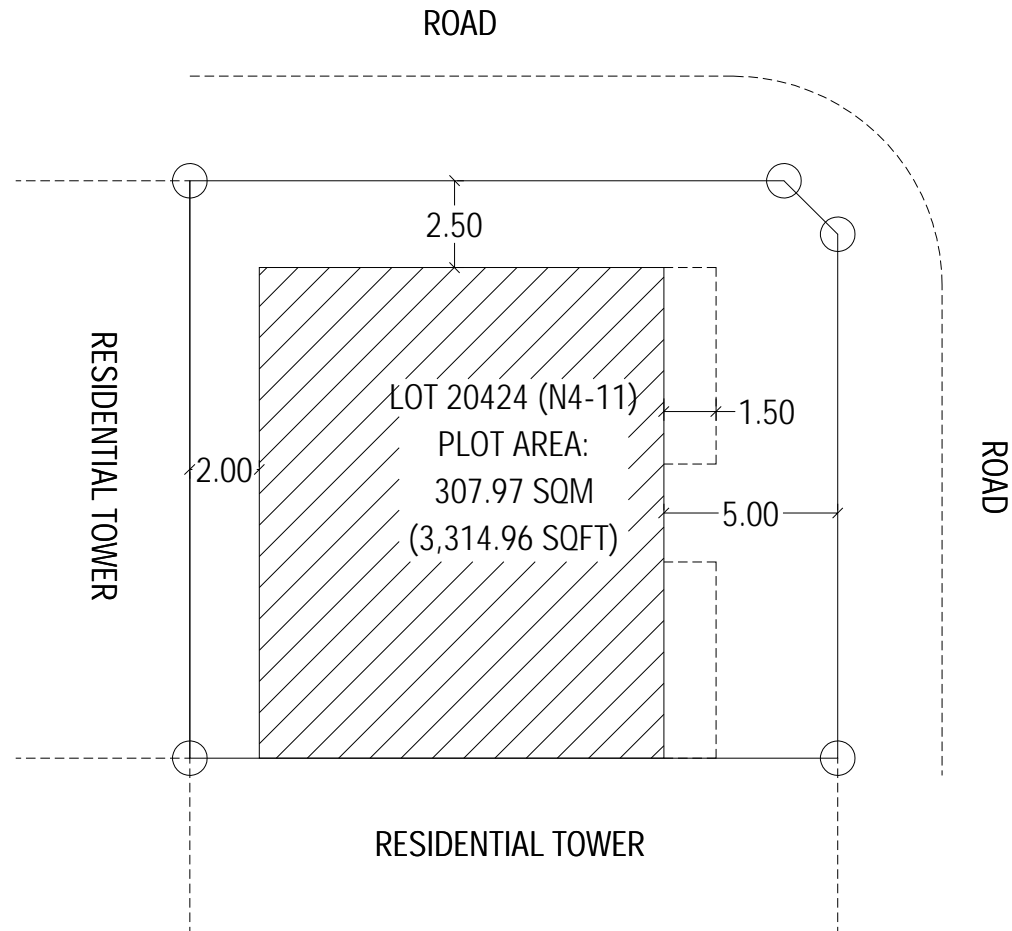
Scale: N.T.S

Drawn by: Razzan

Checked by:

Date: 3rd September 2020

Remarks:



| LOT NUMBER | PARCEL NUMBER | DESCRIPTION       | LAND USE    | PLOT AREA     | FOOTPRINT     | GFA            | F.S.I. | SITE COVERAGE | MAX. HEIGHT |
|------------|---------------|-------------------|-------------|---------------|---------------|----------------|--------|---------------|-------------|
| 20424      | N4-11         | RESIDENTIAL TOWER | RESIDENTIAL | 307.97 SQM    | 163.89 SQM    | 1,638.90 SQM   | 5.32   | 53%           | 10 FLOORS   |
|            |               |                   |             | 3,314.96 SQFT | 1,764.10 SQFT | 17,640.96 SQFT |        |               | 34.3M + 4M  |

PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: SETBACK PLAN

Scale: N.T.S

Drawn by: Razzan

Checked by:

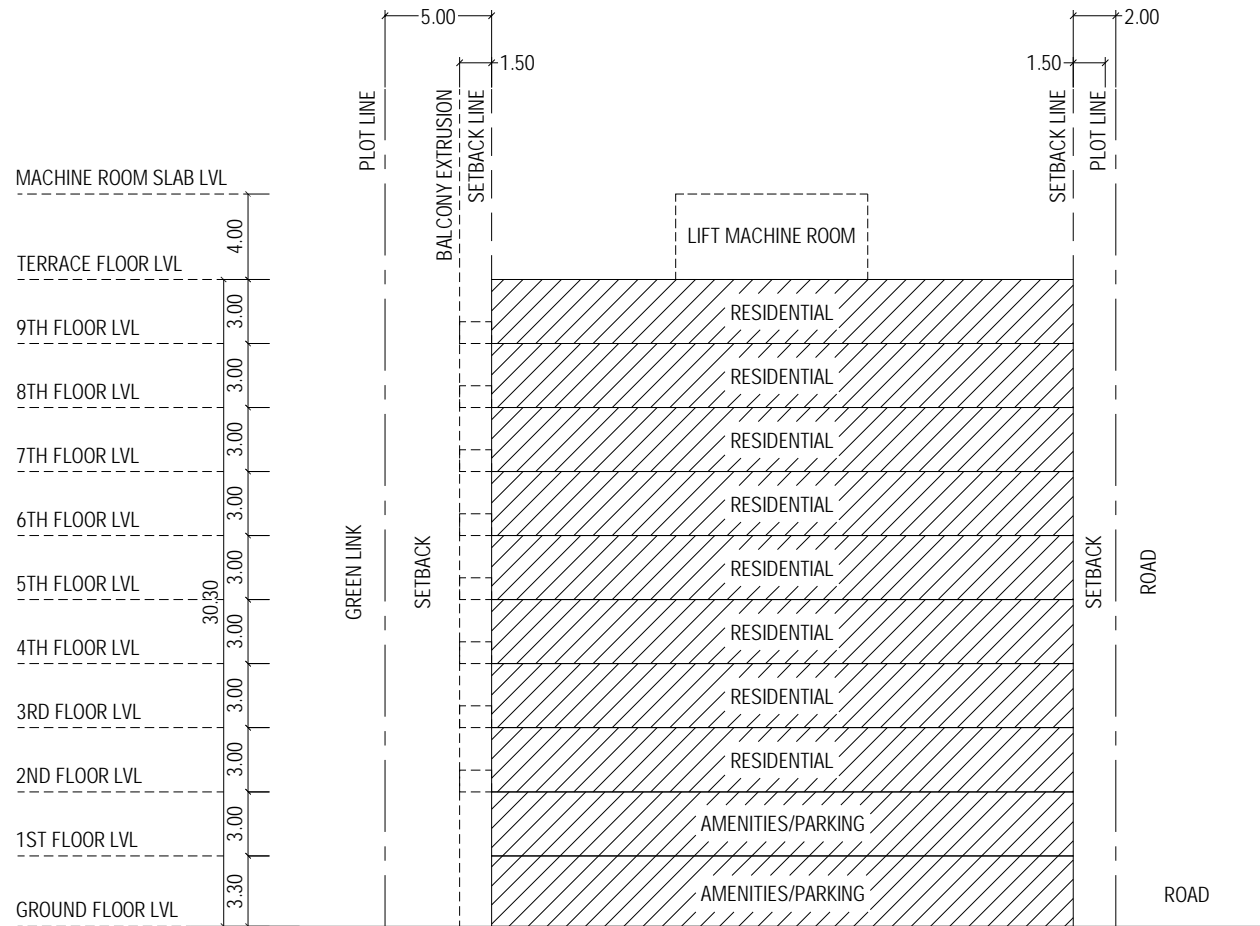
Date: 3rd September 2020

Remarks:



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PROJECT: RESIDENTIAL TOWER (N4-11)

Scale: N.T.S

Drawn by: Razzan

Checked by:

Date: 3rd September 2020

DRAWING: CONCEPTUAL SECTION

Remarks:



PLANNING & DEVELOPMENT DEPARTMENT

# PURE RESIDENTIAL HOUSING TOWER DEVELOPMENT GUIDELINES





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# **1. PLANNING GUIDELINES**

## **1.1. INTRODUCTION**

- 1.1.1.** This section comprises planning and land use controls defined under these guidelines.
- 1.1.2.** This guideline will be applicable to plots categorized and developed as 'Pure-Residential Housing Towers' in Hulhumalé. Pure-residential housing towers are defined as housing developments developed with residential developments with areas dedicated for amenities for the residents residing in the tower.

## **1.2. LAND USAGE**

- 1.2.1.** These allocated land plots are for the construction of Pure residential housing towers, whereby it is used mainly for pure residential usage.
- 1.2.2.** Commercial spaces should be accommodated as follows
  - 1.2.2.1.** 50% of the ground floor level should be allocated as amenity spaces. The rest of the area shall accommodate services, circulation & visitor parking.
  - 1.2.2.2.** 30% of first floor level should be accommodated as amenity spaces along the front periphery of the plot.
  - 1.2.2.3.** The area allocated for amenities should not be compromised for any other purposes or commercial purposes.
- 1.2.3.** 1% of residential units should be designed for Persons with Disability (PWD). Please refer to 2.7 PWD accessibility of this document for additional details.
- 1.2.4.** The building should accommodate the required vehicular parking given under section 1.6 of this document.
- 1.2.5.** Following are prohibited uses of these dwellings:
  - 1.2.5.1.** Any industrial use, any use where flammable materials are used, any use where the public is disturbed from loud noises, smell or dust generating and carrying activities, constructing go-downs, etc.

## **1.3. BUILDING HEIGHT, F.S.I AND SETBACK PLAN**

- 1.3.1.** Building setback is provided with the Development guideline drawing along with building F.S.I and is calculated as:

$$\text{Floor Space Index (F.S.I)} = \frac{\text{Total covered area of the building}}{\text{Plot area}}$$

- 1.3.2.** Building Height is subjective to the plot location, area of the plot and land usage.
- 1.3.3.** No part of the building such as roof eaves, gutters and door/window panels, etc. should be projected out into the road beyond the building setback line.
- 1.3.4.** The setback area at ground level can be utilized for circulation or parking but should not be covered above at any level.
- 1.3.5.** The minimum distance between two building blocks/towers in a single plot must be not less than 10m unless stated otherwise.





#### **1.4. DEPTH OF FOUNDATION**

- 1.4.1.** The depth of foundation for each building shall be determined by the structural engineer of the development.
- 1.4.2.** The foundation protection method should be submitted with the final detail drawings.
- 1.4.3.** An Environment Impact Assessment Report and Soil Inspection Report needs to be submitted with the detail drawings if:
  - 1.4.3.1.** The foundation of the structure is deeper than 1.8m below natural ground level
  - 1.4.3.2.** The building height exceeds 31m from the natural ground level

#### **1.5. BOUNDARY WALL**

- 1.5.1.** Urban interaction is highly encouraged at street level to provide seamless integration of private and public space without compromising privacy and security.
- 1.5.2.** If required, the developer may choose to have a boundary wall with perforation or demarcate the plot boundary with a natural green verge of maximum 1.2 meters.
- 1.5.3.** A boundary wall of maximum 2 meters is allowed on the rear and sides of the plot. In such a case, the solid portion of the wall is to be 1.2 meters in height with a perforation of up to 2 meters.

#### **1.6. PARKING**

- 1.6.1.** The specified amount of parking should be provided within the development site for both residents and visitors.
- 1.6.2.** Parking spaces should be appropriately sized for movement in and around and should cater for disability and wheelchair movement where considered necessary
- 1.6.3.** Basement parking is mandatory in all mix-residential developments.
- 1.6.4.** Minimum clear height for basement should not be less than 2.7m
- 1.6.5.** Car parking shall be provided as per the following ratio:
  - 1.6.5.1.** 1 car parking slot for every 3 apartments
  - 1.6.5.2.** An additional 10% of the total number of parking must be allocated for visitor parking
- 1.6.6.** Motorbike parking shall be provided as per the following ratio:
  - 1.6.6.1.** 1 motorbike for each 1 and 2 bedroom apartment
  - 1.6.6.2.** 2 motorbikes for each 3 bedroom apartment and above
  - 1.6.6.3.** An additional 10% of the total number of parking must be allocated for visitor parking

#### **1.7. SERVICES**

- 1.7.1.** Consultation is to be done at concept level with service providers of electricity, plumbing, sewerage, GPON, as to how these could be economically and sustainably incorporated into the development.
- 1.7.2.** All developments should provide the GPON fiber cabling system for commercial and residential units. Refer to in-building cabling guidelines.



- 1.7.3.** Any space required by the relevant service provider for the installation or provision of a supporting facility (transformer, pump rooms, storage tanks, service stations, etc.) should be provided well within the given area for the development.
- 1.7.4.** Dedicated utility space at either ground or first floor level should be provided for the provision and/or installation of relevant services as required.
- 1.7.5.** The water quality should comply with the standards set forth by the Health Protection Agency (HPA) if proposed to use a private water supply.
- 1.7.6.** In accordance with the EPA guidelines, it is required to have adequate storage of water (if possible with integrated rainwater harvesting systems) within the development for firefighting and any other emergency usage.
- 1.7.7.** An approved firefighting layout for the development should be obtained from Maldives National Defense Force (MNDF) Fire and Rescue Services.
- 1.7.8.** The discharge of foul water should be to a sewer network approved by the relevant service provider.
- 1.7.9.** The layout of each utility network within the development should generally be in accordance with the established practice of the relevant service provider.
- 1.7.10.** The garbage collection area (away from common areas) with easy access should be provided at each floor level and a central collection area at the ground floor with ease of loading/unloading vehicular access.
- 1.7.11.** A waste management plan is to be developed along with the waste management authority to minimize public intrusion and ease of access.





## **2. DESIGN GUIDELINES**

### **2.1. INTRODUCTION**

This section will comprise of design controls and requirements imposed for this development.

### **2.2. ACCESS & CIRCULATION**

- 2.2.1.** A sheltered, safe and convenient vehicular drop-off/pick-up area, with universal access should be provided to all dwellings, facilities & services within the plot.
- 2.2.2.** Frontage of the site and pedestrian & vehicular access ways into the site should be designed & constructed by the developer. This includes but is not limited to the pathways, lighting, softscapes, hardscapes & urban furniture.
- 2.2.3.** All circulation routes and entrances should be well defined and well lit. The entrance should be highlighted as well and should be welcoming for walk-in entrances
- 2.2.4.** An adequate amount of elevators should be provided along with an elevator traffic analysis report justifying the number of elevators.
- 2.2.5.** At least one elevator must be fire rated and must be able to accommodate a stretcher.
- 2.2.6.** An adequate number of staircases should be proposed based on the MNDF fire protection guidelines.
- 2.2.7.** Demarcate and provide appropriate lighting on pedestrian routes.
- 2.2.8.** Disability access should be integrated at all pedestrian and vehicular drop off/ pick up points.
- 2.2.9.** If shared pathways (for vehicles and pedestrians) are to be provided within the development, appropriate markings should be used to indicate pedestrian prominence over vehicles.
- 2.2.10.** Any corridor or walkway with one way and two-way traffic should have a minimum width of 900mm and 1250mm respectively.
- 2.2.11.** Where stepped access is unavoidable especially at ground floor level, the steps should be designed as suitable for physically impaired persons or wheelchair users
- 2.2.12.** Any slope provided at the access ways should be less than 1:50 and with a firm and even surface.
- 2.2.13.** Every storey of a building shall be provided with exit facilities for its occupant load.
- 2.2.14.** There shall be at least two independent exit staircases or other exits from every storey of a building where at least one staircase shall cater for emergency evacuation.
- 2.2.15.** Pedestrian linkages from one building to the other is highly encouraged within the development to promote connectivity and pedestrian interaction
- 2.2.16.** Vehicular pathways within the plot should be designed in a way that is safe, with minimum interruption to both pedestrian pathways and green verges within the plot and during ingress and egress
- 2.2.17.** Use scored, colored, textured and/or similar paving that is distinguishable from the travel lane at the drop off area.
- 2.2.18.** Illuminate all outdoor parking areas with illumination towards the paved areas only and not into any adjacent buildings.
- 2.2.19.** Wherever parking is provided appropriate floor paint marking must be given.



**2.2.20.** Car parking size: 2.4m x 4.8m (100mm line thickness). Give an additional 300mm for the width of parking at every end.

**2.2.21.** Motorbike parking size: 2m x 1m (100mm line thickness)

### **2.3. PUBLIC OPEN SPACES**

**2.3.1.** Public open spaces are defined as common spaces, such as but not limited to courtyards or terraces, within the building.

**2.3.2.** Access ways and public areas within the development shall be overlooked by dwellings or otherwise open to surveillance by residents

**2.3.3.** Open space should generally be attractive and usable by different age groups. Undefined areas, badly shaped, fragmented or unusable spaces which are difficult to maintain should be avoided

**2.3.4.** A children's play area is to be provided within the development.

**2.3.5.** If landscaping is provided, either soft or hard (or both) at common areas, materials with good resistance to vandalism, non-slip and low maintenance should be chosen

**2.3.6.** Communal green space is to be provided within the development not less than the ratio at 1:1 of the building footprint

### **2.4. PRIVATE OPEN SPACES**

**2.4.1.** Private spaces are defined as open spaces such as balconies or terraces only accessible through residential units.

**2.4.2.** All dwellings should be provided with private open space /balcony, adjacent to the main living area

**2.4.3.** The private open space/balcony can be used as or together with a drying area which should be screened from public view

**2.4.4.** Minimum size for private open space/balcony should be as given under section 2.5.15 – 2.6.17 of this guideline

### **2.5. RESIDENTIAL**

**2.5.1.** Consideration must be given to ease of access and circulation within the residential unit for all occupants especially for the physically impaired.

**2.5.2.** The pedestrian approach towards the entrance of units should be wide enough for two-way traffic and the main entrance of the dwelling at a minimum width of 900mm.

**2.5.3.** Weather-resistant non-slip material should be provided where necessary

**2.5.4.** Adequate lighting should be provided to all residential units.

**2.5.5.** Design and layout should make use of natural daylight as much as possible to encourage minimum use of electrical lighting.

**2.5.6.** Opening panels of windows, above ground floor level, should be at a minimum height of 1000mm above the internal floor finish level and any opening below 1000mm should be protected with a safety railing.

**2.5.7.** Glazing used for doors and windows should be safe and with a nominal thickness proportionate to the area of the panel as per British Standard or equivalent.





- 2.5.8. Wherever a railing is provided, it should be safe for all occupants, especially for children, with a minimum distance of 125mm openings between the railing members where applicable.
- 2.5.9. Additional safety measures, to minimize the risk of falling over, should be taken if horizontal railings are to be provided.
- 2.5.10. Floor finishes in wet areas should be provided with slip-resistant surfaces.
- 2.5.11. Every dwelling should be connected to electricity and GPON networks.
- 2.5.12. Every dwelling should be provided with an adequate pressure of water for domestic use as per the service providers' requirements.
- 2.5.13. All units must have dedicated and adequate spaces/ledges for AC outdoor units, which must be properly screened from public view.
- 2.5.14. All units must have a minimum finishing level as per the Finishing Schedule in Design Guidance Document. This does not include any loose furniture.

**2.5.15. 1 BEDROOM APARTMENT**

**2.5.15.1.** Minimum area 400 ft<sup>2</sup> / 37.16<sup>2</sup> (carpet area)

**2.5.15.2. SPACE ALLOCATION & SPECIFICATIONS**

**Sitting Room**

- The minimum area for Sitting/Living shall be 86 SQFT (7.99 SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

**Dining & Kitchen**

- The minimum area shall be 100 SQFT (9.29 SQM)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish

**Laundry**

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

**Balcony**

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

**Bedroom**

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

**Toilets**

- The minimum size of a toilet shall be 32 SQFT (2.97 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m.



## 2.5.16. 2 BEDROOM APARTMENT

2.5.16.1. Minimum area 650 ft<sup>2</sup> / 69.68m<sup>2</sup> (carpet area)

### 2.5.16.2. SPACE ALLOCATION & SPECIFICATIONS

#### Sitting Room

- The minimum area for Sitting/Living shall be 130 SQFT (12.08SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

#### Dining & Kitchen

- The minimum area shall be 140 ft<sup>2</sup> (13.01 m<sup>2</sup>)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish

#### Laundry

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

#### Balcony

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

#### Bedroom

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- The minimum size of the other bedroom shall be 120 SQFT (12.08 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

#### Toilets

- The minimum size of the master bedroom toilet shall be 32 SQFT (2.97 SQM)
- The minimum size of other bedroom toilets shall be 28 SQF (2.60 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m

## 2.5.17. 3 BEDROOM APARTMENT

2.5.17.1. Minimum area 900 ft<sup>2</sup> / 83.61m<sup>2</sup> (carpet area)

### 2.5.17.2. SPACE ALLOCATION & SPECIFICATIONS

#### Sitting Room

- The minimum area for Sitting/Living shall be 160 SQFT (14.86 SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

#### Dining & Kitchen

- The minimum area shall be 170 ft<sup>2</sup> (15.79 m<sup>2</sup>)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish





### **Laundry**

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

### **Balcony**

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

### **Bedroom**

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- The minimum size of the other bedroom shall be 120 SQFT (12.08 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

### **Toilets**

- The minimum size of the master bedroom toilet shall be 32 SQFT (2.97 SQM)
- The minimum size of other bedroom toilets shall be 28 SQF (2.60 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m.

#### **2.5.18. Maid rooms**

**2.5.18.1.** This is not a mandatory aspect of residential units. However, if a maid room is to be included in the design the developer should follow the minimum areas given in this document.

**2.5.18.2.** Minimum room area 56 SQFT / 5.20 SQM

**2.5.18.3.** Minimum toilet area 24 SQFT / 2.23 SQM

## **2.6. PWD ACCESSIBILITY**

### **2.6.1. Entrances**

**2.6.1.1.** Easy accessibility between internal and external spaces, and between internal spaces, provides a safe transit point for people with limited mobility and people who use a wheelchair.

**2.6.1.2.** Guidelines to consider:

- a) Make wide enough for wheelchair access
- b) Provide adequate maneuvering space
- c) Provide even, non-slip surfaces
- d) Provide ramped access for ease of dealing with more than one level and for easy entry from external to internal spaces
- e) Provide lighting for safety and security
- f) Install sounding devices, such as a doorbell, to identify visitors

### **2.6.2. Indoor circulation**

**2.6.2.1.** Circulation through different spaces must be well planned for easy maneuverability, especially for people with limited mobility and people who use a wheelchair.

**2.6.2.2.** Incorporate spaces wide enough for wheelchair access

**2.6.2.3.** Ensure door handles are lever handles to make



### **2.6.3. Bathrooms and toilets**

**2.6.3.1.** At least 1 en suite should be designed and furnished for maximum comfort and ease of use.

**2.6.3.2.** The following aspects should be included in at least 1 bathroom of allocated PWD units.

- a)** Minimum 850 mm width door, preferably opening out or sliding.
- b)** Sufficient space for people using wheelchairs or other assistive devices.
- c)** Adequate handrails and grab bars to assist people to get to and from a wheelchair and to assist people with reduced strength.
- d)** Security and privacy feature so users can easily close and lock the bathroom or toilet door.
- e)** Toilets with a minimum dimension of 1.6 m x 2.4 m, or 2.0 m x 2.7 m if a shower is included and with an in-swinging door.
- f)** Toilets located against the wall diagonal from the entry door.
- g)** Firmly fixed-grip rail next to the WC, 800 mm high.
- h)** Accessories, such as mirrors and towel rails, 900 mm to 1.1 m high.
- i)** Firmly fixed washbasin to the wall at a height of between 800 mm to 850 mm.
- j)** Single-lever taps.
- k)** Drop-down or removable shower seat in the shower.

### **2.6.4. Kitchens**

**2.6.4.1.** Provide work surfaces at a comfortable height for people using wheelchairs

**2.6.4.2.** Provide ease of access to the opening and closing of windows and doors.

### **2.6.5. Bedroom & living room**

**2.6.5.1.** At least one bedroom should be designed and furnished for maximum comfort.

**2.6.5.2.** Provide spaces large enough to allow for easy maneuverability

**2.6.5.3.** Make entrance wide enough for wheelchair access

**2.6.5.4.** Provide lighting for safety and security

**2.6.6.** Ensure that all aspect of the building complies with the Maldives Disability Act.

## **2.7. STRUCTURAL & CIVIL WORKS**

**2.7.1.** The designed lifespan of the main structure should be a minimum of 50 years.

**2.7.2.** The structural design must be done in accordance with British standards or any superseded European standard (Eurocode). The developer must include a local registered engineer during the design process and should get the drawings stamped by an accredited structural checker.

**2.7.3.** Necessary standards for construction to ensure the quality of workmanship and site safety during construction should be followed

**2.7.4.** At the concept stage as a deliverable, the developer should propose a structural system/material as well as the proposed methodology brief with the above mentioned standards.

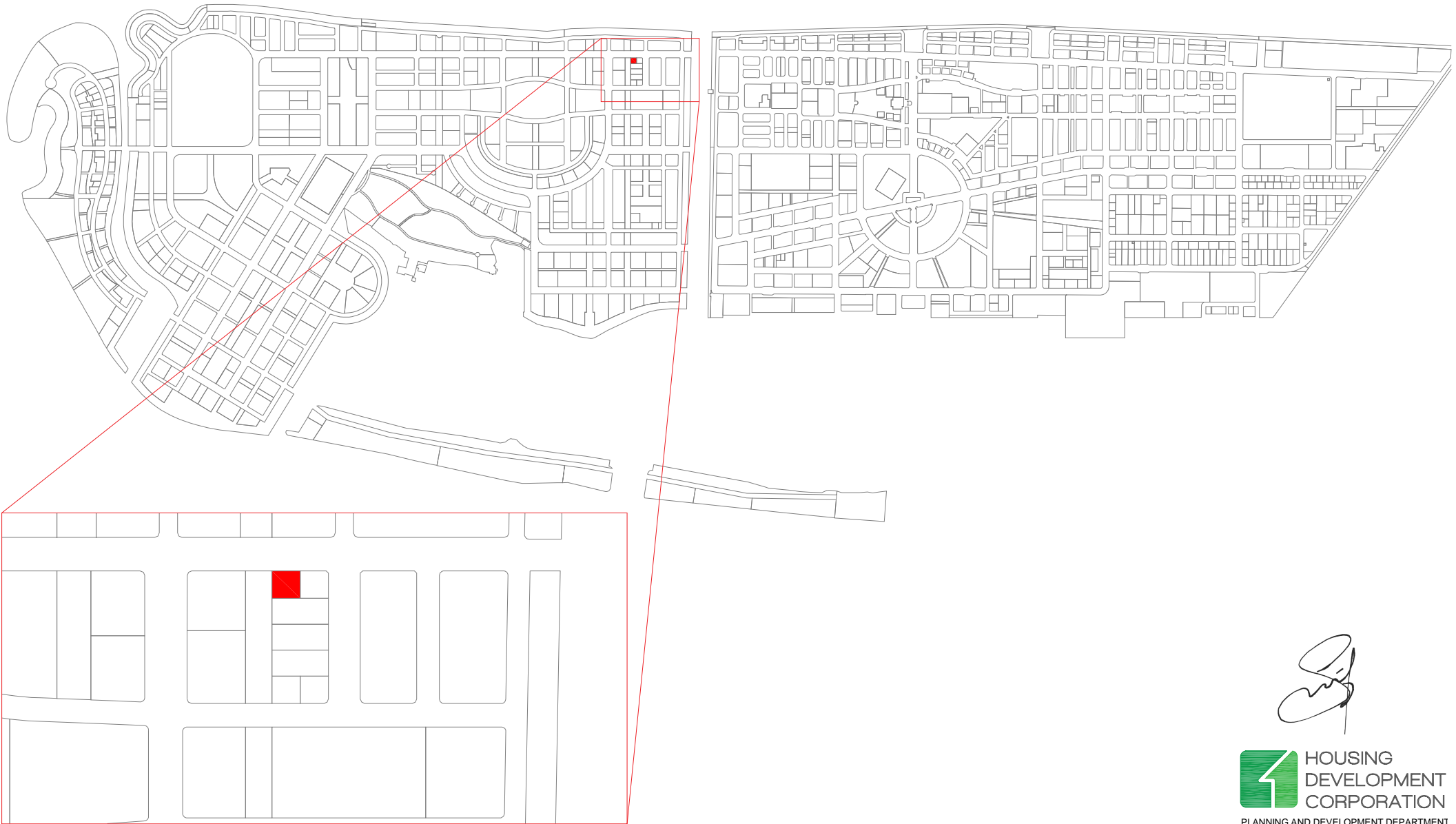






PHASE 2

PHASE 1



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PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: LOCATION MAP

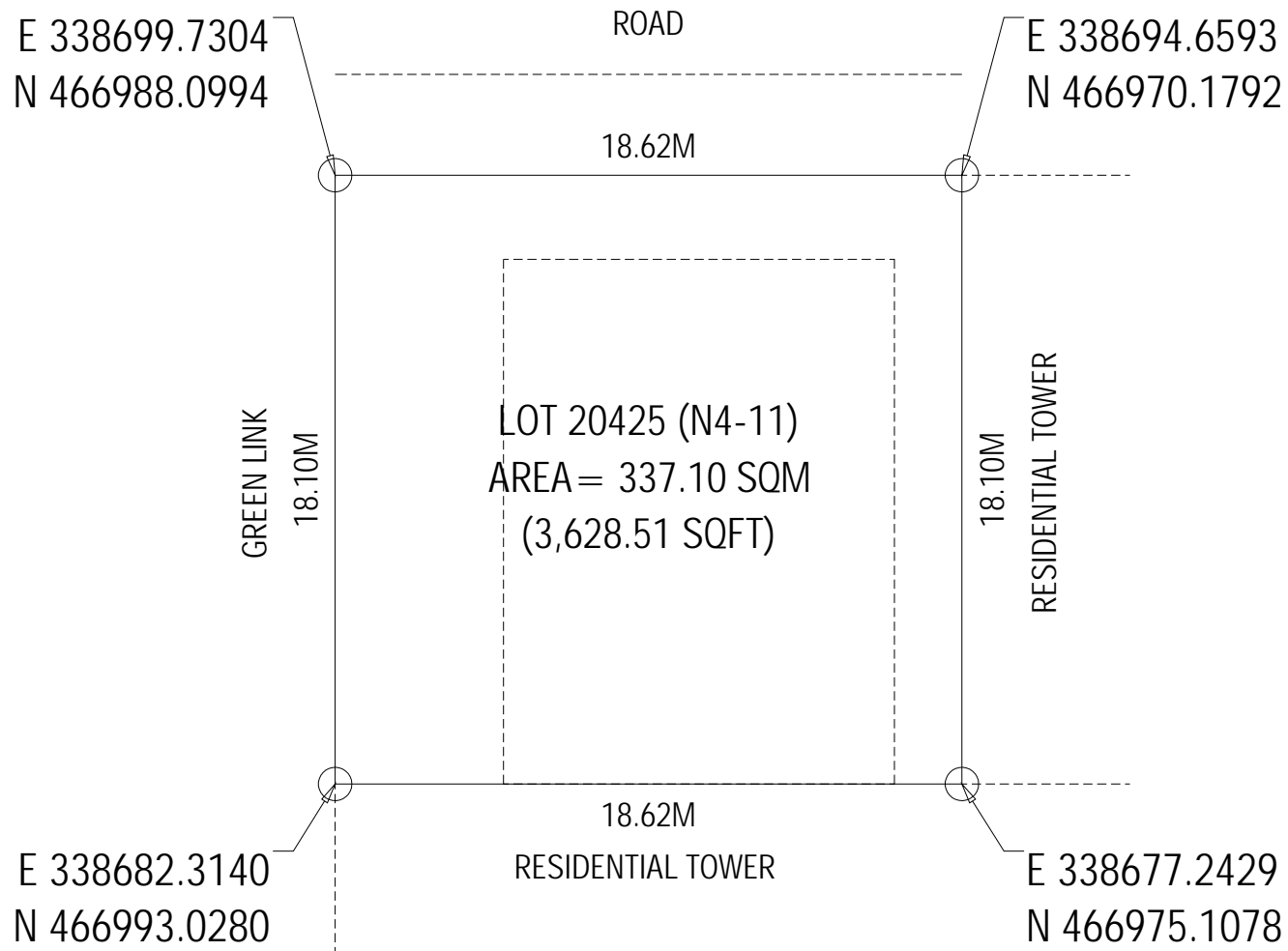
Scale: N.T.S

Drawn by: Razzan

Checked by:

Date: 3rd September 2020

Remarks:



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PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: PLOT MAP

Scale: N.T.S

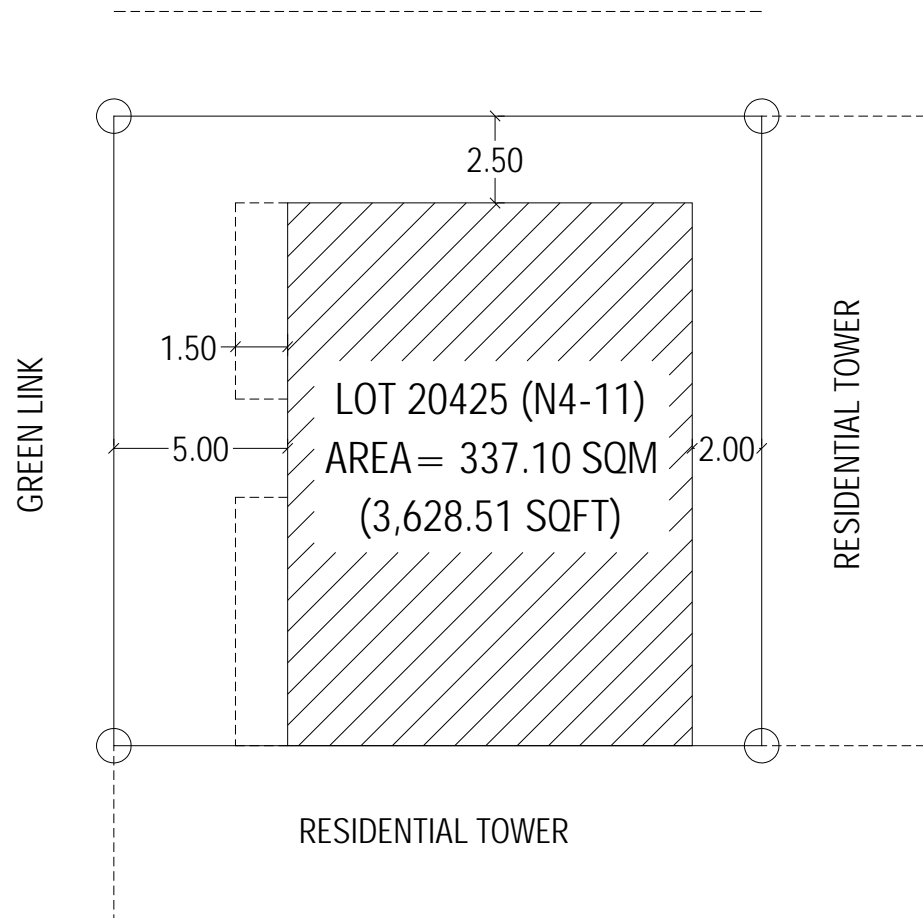
Drawn by: Razzan

Checked by:

Date: 3rd September 2020

Remarks:





| LOT NUMBER | PARCEL NUMBER | DESCRIPTION       | LAND USE    | PLOT AREA     | FOOTPRINT     | GFA            | F.S.I. | SITE COVERAGE | MAX. HEIGHT |
|------------|---------------|-------------------|-------------|---------------|---------------|----------------|--------|---------------|-------------|
| 20425      | N4-11         | RESIDENTIAL TOWER | RESIDENTIAL | 337.10 SQM    | 181.33 SQM    | 1,813.30 SQM   | 5.38   | 54%           | 10 FLOORS   |
|            |               |                   |             | 3,628.51 SQFT | 1,951.82 SQFT | 19,518.18 SQFT |        |               | 34.3M + 4M  |

PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: SETBACK PLAN

Scale: N.T.S

Drawn by: Razzan

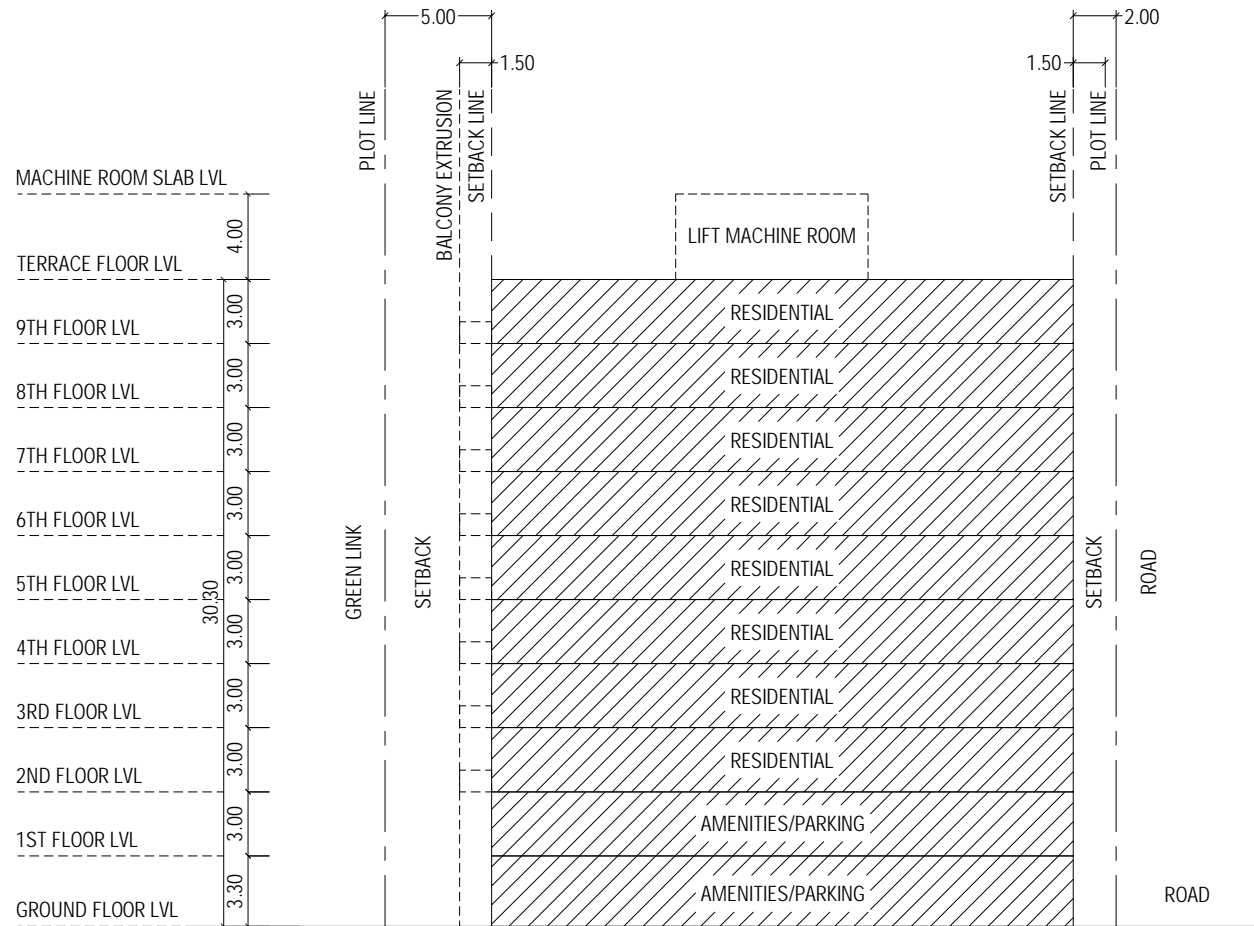
Checked by:

Date: 3rd September 2020

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PROJECT: RESIDENTIAL TOWER (N4-11)

Scale: N.T.S

Drawn by: Razzan

Checked by:

Date: 13th August 2020

DRAWING: CONCEPTUAL SECTION

Remarks:





PLANNING & DEVELOPMENT DEPARTMENT

# PURE RESIDENTIAL HOUSING TOWER DEVELOPMENT GUIDELINES



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# **1. PLANNING GUIDELINES**

## **1.1. INTRODUCTION**

- 1.1.1.** This section comprises planning and land use controls defined under these guidelines.
- 1.1.2.** This guideline will be applicable to plots categorized and developed as 'Pure-Residential Housing Towers' in Hulhumalé. Pure-residential housing towers are defined as housing developments developed with residential developments with areas dedicated for amenities for the residents residing in the tower.

## **1.2. LAND USAGE**

- 1.2.1.** These allocated land plots are for the construction of Pure residential housing towers, whereby it is used mainly for pure residential usage.
- 1.2.2.** Commercial spaces should be accommodated as follows
  - 1.2.2.1.** 50% of the ground floor level should be allocated as amenity spaces. The rest of the area shall accommodate services, circulation & visitor parking.
  - 1.2.2.2.** 30% of first floor level should be accommodated as amenity spaces along the front periphery of the plot.
  - 1.2.2.3.** The area allocated for amenities should not be compromised for any other purposes or commercial purposes.
- 1.2.3.** 1% of residential units should be designed for Persons with Disability (PWD). Please refer to 2.7 PWD accessibility of this document for additional details.
- 1.2.4.** The building should accommodate the required vehicular parking given under section 1.6 of this document.
- 1.2.5.** Following are prohibited uses of these dwellings:
  - 1.2.5.1.** Any industrial use, any use where flammable materials are used, any use where the public is disturbed from loud noises, smell or dust generating and carrying activities, constructing go-downs, etc.

## **1.3. BUILDING HEIGHT, F.S.I AND SETBACK PLAN**

- 1.3.1.** Building setback is provided with the Development guideline drawing along with building F.S.I and is calculated as:

$$\text{Floor Space Index (F.S.I)} = \frac{\text{Total covered area of the building}}{\text{Plot area}}$$

- 1.3.2.** Building Height is subjective to the plot location, area of the plot and land usage.
- 1.3.3.** No part of the building such as roof eaves, gutters and door/window panels, etc. should be projected out into the road beyond the building setback line.
- 1.3.4.** The setback area at ground level can be utilized for circulation or parking but should not be covered above at any level.
- 1.3.5.** The minimum distance between two building blocks/towers in a single plot must be not less than 10m unless stated otherwise.





#### **1.4. DEPTH OF FOUNDATION**

- 1.4.1.** The depth of foundation for each building shall be determined by the structural engineer of the development.
- 1.4.2.** The foundation protection method should be submitted with the final detail drawings.
- 1.4.3.** An Environment Impact Assessment Report and Soil Inspection Report needs to be submitted with the detail drawings if:
  - 1.4.3.1.** The foundation of the structure is deeper than 1.8m below natural ground level
  - 1.4.3.2.** The building height exceeds 31m from the natural ground level

#### **1.5. BOUNDARY WALL**

- 1.5.1.** Urban interaction is highly encouraged at street level to provide seamless integration of private and public space without compromising privacy and security.
- 1.5.2.** If required, the developer may choose to have a boundary wall with perforation or demarcate the plot boundary with a natural green verge of maximum 1.2 meters.
- 1.5.3.** A boundary wall of maximum 2 meters is allowed on the rear and sides of the plot. In such a case, the solid portion of the wall is to be 1.2 meters in height with a perforation of up to 2 meters.

#### **1.6. PARKING**

- 1.6.1.** The specified amount of parking should be provided within the development site for both residents and visitors.
- 1.6.2.** Parking spaces should be appropriately sized for movement in and around and should cater for disability and wheelchair movement where considered necessary
- 1.6.3.** Basement parking is mandatory in all mix-residential developments.
- 1.6.4.** Minimum clear height for basement should not be less than 2.7m
- 1.6.5.** Car parking shall be provided as per the following ratio:
  - 1.6.5.1.** 1 car parking slot for every 3 apartments
  - 1.6.5.2.** An additional 10% of the total number of parking must be allocated for visitor parking
- 1.6.6.** Motorbike parking shall be provided as per the following ratio:
  - 1.6.6.1.** 1 motorbike for each 1 and 2 bedroom apartment
  - 1.6.6.2.** 2 motorbikes for each 3 bedroom apartment and above
  - 1.6.6.3.** An additional 10% of the total number of parking must be allocated for visitor parking

#### **1.7. SERVICES**

- 1.7.1.** Consultation is to be done at concept level with service providers of electricity, plumbing, sewerage, GPON, as to how these could be economically and sustainably incorporated into the development.
- 1.7.2.** All developments should provide the GPON fiber cabling system for commercial and residential units. Refer to in-building cabling guidelines.



- 1.7.3.** Any space required by the relevant service provider for the installation or provision of a supporting facility (transformer, pump rooms, storage tanks, service stations, etc.) should be provided well within the given area for the development.
- 1.7.4.** Dedicated utility space at either ground or first floor level should be provided for the provision and/or installation of relevant services as required.
- 1.7.5.** The water quality should comply with the standards set forth by the Health Protection Agency (HPA) if proposed to use a private water supply.
- 1.7.6.** In accordance with the EPA guidelines, it is required to have adequate storage of water (if possible with integrated rainwater harvesting systems) within the development for firefighting and any other emergency usage.
- 1.7.7.** An approved firefighting layout for the development should be obtained from Maldives National Defense Force (MNDF) Fire and Rescue Services.
- 1.7.8.** The discharge of foul water should be to a sewer network approved by the relevant service provider.
- 1.7.9.** The layout of each utility network within the development should generally be in accordance with the established practice of the relevant service provider.
- 1.7.10.** The garbage collection area (away from common areas) with easy access should be provided at each floor level and a central collection area at the ground floor with ease of loading/unloading vehicular access.
- 1.7.11.** A waste management plan is to be developed along with the waste management authority to minimize public intrusion and ease of access.



## **2. DESIGN GUIDELINES**

### **2.1. INTRODUCTION**

This section will comprise of design controls and requirements imposed for this development.

### **2.2. ACCESS & CIRCULATION**

- 2.2.1.** A sheltered, safe and convenient vehicular drop-off/pick-up area, with universal access should be provided to all dwellings, facilities & services within the plot.
- 2.2.2.** Frontage of the site and pedestrian & vehicular access ways into the site should be designed & constructed by the developer. This includes but is not limited to the pathways, lighting, softscapes, hardscapes & urban furniture.
- 2.2.3.** All circulation routes and entrances should be well defined and well lit. The entrance should be highlighted as well and should be welcoming for walk-in entrances
- 2.2.4.** An adequate amount of elevators should be provided along with an elevator traffic analysis report justifying the number of elevators.
- 2.2.5.** At least one elevator must be fire rated and must be able to accommodate a stretcher.
- 2.2.6.** An adequate number of staircases should be proposed based on the MNDF fire protection guidelines.
- 2.2.7.** Demarcate and provide appropriate lighting on pedestrian routes.
- 2.2.8.** Disability access should be integrated at all pedestrian and vehicular drop off/ pick up points.
- 2.2.9.** If shared pathways (for vehicles and pedestrians) are to be provided within the development, appropriate markings should be used to indicate pedestrian prominence over vehicles.
- 2.2.10.** Any corridor or walkway with one way and two-way traffic should have a minimum width of 900mm and 1250mm respectively.
- 2.2.11.** Where stepped access is unavoidable especially at ground floor level, the steps should be designed as suitable for physically impaired persons or wheelchair users
- 2.2.12.** Any slope provided at the access ways should be less than 1:50 and with a firm and even surface.
- 2.2.13.** Every storey of a building shall be provided with exit facilities for its occupant load.
- 2.2.14.** There shall be at least two independent exit staircases or other exits from every storey of a building where at least one staircase shall cater for emergency evacuation.
- 2.2.15.** Pedestrian linkages from one building to the other is highly encouraged within the development to promote connectivity and pedestrian interaction
- 2.2.16.** Vehicular pathways within the plot should be designed in a way that is safe, with minimum interruption to both pedestrian pathways and green verges within the plot and during ingress and egress
- 2.2.17.** Use scored, colored, textured and/or similar paving that is distinguishable from the travel lane at the drop off area.
- 2.2.18.** Illuminate all outdoor parking areas with illumination towards the paved areas only and not into any adjacent buildings.
- 2.2.19.** Wherever parking is provided appropriate floor paint marking must be given.





**2.2.20.** Car parking size: 2.4m x 4.8m (100mm line thickness). Give an additional 300mm for the width of parking at every end.

**2.2.21.** Motorbike parking size: 2m x 1m (100mm line thickness)

### **2.3. PUBLIC OPEN SPACES**

**2.3.1.** Public open spaces are defined as common spaces, such as but not limited to courtyards or terraces, within the building.

**2.3.2.** Access ways and public areas within the development shall be overlooked by dwellings or otherwise open to surveillance by residents

**2.3.3.** Open space should generally be attractive and usable by different age groups. Undefined areas, badly shaped, fragmented or unusable spaces which are difficult to maintain should be avoided

**2.3.4.** A children's play area is to be provided within the development.

**2.3.5.** If landscaping is provided, either soft or hard (or both) at common areas, materials with good resistance to vandalism, non-slip and low maintenance should be chosen

**2.3.6.** Communal green space is to be provided within the development not less than the ratio at 1:1 of the building footprint

### **2.4. PRIVATE OPEN SPACES**

**2.4.1.** Private spaces are defined as open spaces such as balconies or terraces only accessible through residential units.

**2.4.2.** All dwellings should be provided with private open space /balcony, adjacent to the main living area

**2.4.3.** The private open space/balcony can be used as or together with a drying area which should be screened from public view

**2.4.4.** Minimum size for private open space/balcony should be as given under section 2.5.15 – 2.6.17 of this guideline

### **2.5. RESIDENTIAL**

**2.5.1.** Consideration must be given to ease of access and circulation within the residential unit for all occupants especially for the physically impaired.

**2.5.2.** The pedestrian approach towards the entrance of units should be wide enough for two-way traffic and the main entrance of the dwelling at a minimum width of 900mm.

**2.5.3.** Weather-resistant non-slip material should be provided where necessary

**2.5.4.** Adequate lighting should be provided to all residential units.

**2.5.5.** Design and layout should make use of natural daylight as much as possible to encourage minimum use of electrical lighting.

**2.5.6.** Opening panels of windows, above ground floor level, should be at a minimum height of 1000mm above the internal floor finish level and any opening below 1000mm should be protected with a safety railing.

**2.5.7.** Glazing used for doors and windows should be safe and with a nominal thickness proportionate to the area of the panel as per British Standard or equivalent.



- 2.5.8. Wherever a railing is provided, it should be safe for all occupants, especially for children, with a minimum distance of 125mm openings between the railing members where applicable.
- 2.5.9. Additional safety measures, to minimize the risk of falling over, should be taken if horizontal railings are to be provided.
- 2.5.10. Floor finishes in wet areas should be provided with slip-resistant surfaces.
- 2.5.11. Every dwelling should be connected to electricity and GPON networks.
- 2.5.12. Every dwelling should be provided with an adequate pressure of water for domestic use as per the service providers' requirements.
- 2.5.13. All units must have dedicated and adequate spaces/ledges for AC outdoor units, which must be properly screened from public view.
- 2.5.14. All units must have a minimum finishing level as per the Finishing Schedule in Design Guidance Document. This does not include any loose furniture.

**2.5.15. 1 BEDROOM APARTMENT**

**2.5.15.1.** Minimum area 400 ft<sup>2</sup> / 37.16<sup>2</sup> (carpet area)

**2.5.15.2. SPACE ALLOCATION & SPECIFICATIONS**

**Sitting Room**

- The minimum area for Sitting/Living shall be 86 SQFT (7.99 SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

**Dining & Kitchen**

- The minimum area shall be 100 SQFT (9.29 SQM)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish

**Laundry**

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

**Balcony**

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

**Bedroom**

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

**Toilets**

- The minimum size of a toilet shall be 32 SQFT (2.97 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m.



## 2.5.16. 2 BEDROOM APARTMENT

2.5.16.1. Minimum area 650 ft<sup>2</sup> / 69.68m<sup>2</sup> (carpet area)

### 2.5.16.2. SPACE ALLOCATION & SPECIFICATIONS

#### Sitting Room

- The minimum area for Sitting/Living shall be 130 SQFT (12.08SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

#### Dining & Kitchen

- The minimum area shall be 140 ft<sup>2</sup> (13.01 m<sup>2</sup>)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish

#### Laundry

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

#### Balcony

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

#### Bedroom

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- The minimum size of the other bedroom shall be 120 SQFT (12.08 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

#### Toilets

- The minimum size of the master bedroom toilet shall be 32 SQFT (2.97 SQM)
- The minimum size of other bedroom toilets shall be 28 SQF (2.60 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m

## 2.5.17. 3 BEDROOM APARTMENT

2.5.17.1. Minimum area 900 ft<sup>2</sup> / 83.61m<sup>2</sup> (carpet area)

### 2.5.17.2. SPACE ALLOCATION & SPECIFICATIONS

#### Sitting Room

- The minimum area for Sitting/Living shall be 160 SQFT (14.86 SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

#### Dining & Kitchen

- The minimum area shall be 170 ft<sup>2</sup> (15.79 m<sup>2</sup>)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish





### **Laundry**

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

### **Balcony**

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

### **Bedroom**

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- The minimum size of the other bedroom shall be 120 SQFT (12.08 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

### **Toilets**

- The minimum size of the master bedroom toilet shall be 32 SQFT (2.97 SQM)
- The minimum size of other bedroom toilets shall be 28 SQF (2.60 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m.

#### **2.5.18. Maid rooms**

**2.5.18.1.** This is not a mandatory aspect of residential units. However, if a maid room is to be included in the design the developer should follow the minimum areas given in this document.

**2.5.18.2.** Minimum room area 56 SQFT / 5.20 SQM

**2.5.18.3.** Minimum toilet area 24 SQFT / 2.23 SQM

## **2.6. PWD ACCESSIBILITY**

### **2.6.1. Entrances**

**2.6.1.1.** Easy accessibility between internal and external spaces, and between internal spaces, provides a safe transit point for people with limited mobility and people who use a wheelchair.

**2.6.1.2.** Guidelines to consider:

- a) Make wide enough for wheelchair access
- b) Provide adequate maneuvering space
- c) Provide even, non-slip surfaces
- d) Provide ramped access for ease of dealing with more than one level and for easy entry from external to internal spaces
- e) Provide lighting for safety and security
- f) Install sounding devices, such as a doorbell, to identify visitors

### **2.6.2. Indoor circulation**

**2.6.2.1.** Circulation through different spaces must be well planned for easy maneuverability, especially for people with limited mobility and people who use a wheelchair.

**2.6.2.2.** Incorporate spaces wide enough for wheelchair access

**2.6.2.3.** Ensure door handles are lever handles to make



### **2.6.3. Bathrooms and toilets**

**2.6.3.1.** At least 1 en suite should be designed and furnished for maximum comfort and ease of use.

**2.6.3.2.** The following aspects should be included in at least 1 bathroom of allocated PWD units.

- a)** Minimum 850 mm width door, preferably opening out or sliding.
- b)** Sufficient space for people using wheelchairs or other assistive devices.
- c)** Adequate handrails and grab bars to assist people to get to and from a wheelchair and to assist people with reduced strength.
- d)** Security and privacy feature so users can easily close and lock the bathroom or toilet door.
- e)** Toilets with a minimum dimension of 1.6 m x 2.4 m, or 2.0 m x 2.7 m if a shower is included and with an in-swinging door.
- f)** Toilets located against the wall diagonal from the entry door.
- g)** Firmly fixed-grip rail next to the WC, 800 mm high.
- h)** Accessories, such as mirrors and towel rails, 900 mm to 1.1 m high.
- i)** Firmly fixed washbasin to the wall at a height of between 800 mm to 850 mm.
- j)** Single-lever taps.
- k)** Drop-down or removable shower seat in the shower.

### **2.6.4. Kitchens**

**2.6.4.1.** Provide work surfaces at a comfortable height for people using wheelchairs

**2.6.4.2.** Provide ease of access to the opening and closing of windows and doors.

### **2.6.5. Bedroom & living room**

**2.6.5.1.** At least one bedroom should be designed and furnished for maximum comfort.

**2.6.5.2.** Provide spaces large enough to allow for easy maneuverability

**2.6.5.3.** Make entrance wide enough for wheelchair access

**2.6.5.4.** Provide lighting for safety and security

**2.6.6.** Ensure that all aspect of the building complies with the Maldives Disability Act.

## **2.7. STRUCTURAL & CIVIL WORKS**

**2.7.1.** The designed lifespan of the main structure should be a minimum of 50 years.

**2.7.2.** The structural design must be done in accordance with British standards or any superseded European standard (Eurocode). The developer must include a local registered engineer during the design process and should get the drawings stamped by an accredited structural checker.

**2.7.3.** Necessary standards for construction to ensure the quality of workmanship and site safety during construction should be followed

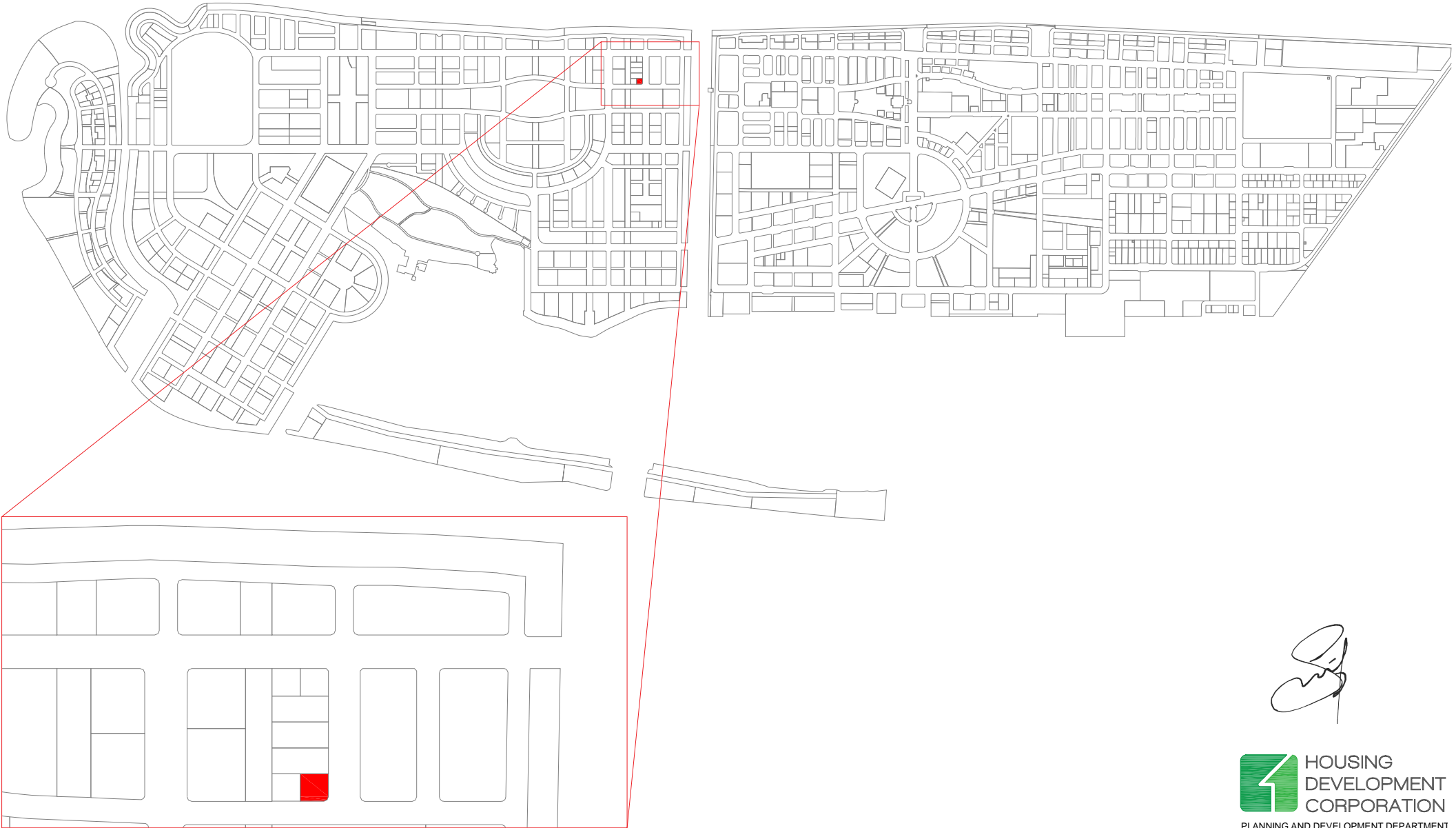
**2.7.4.** At the concept stage as a deliverable, the developer should propose a structural system/material as well as the proposed methodology brief with the above mentioned standards.





PHASE 2

PHASE 1



PROJECT: RESIDENTIAL TOWER (N4-11)

Scale: N.T.S

Drawn by: Razzan

Checked by:

Date: 13th August 2020

Remarks:

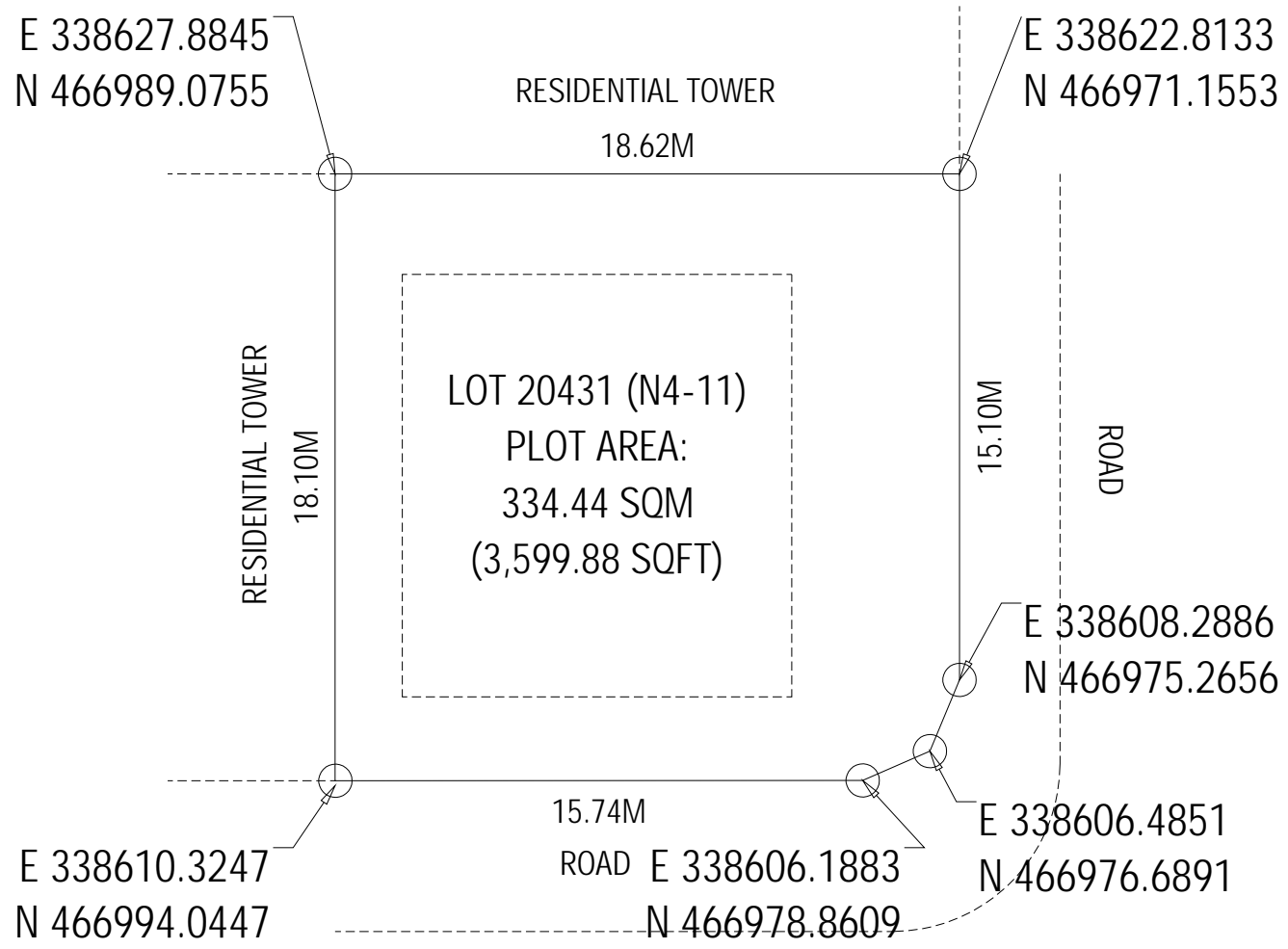
DRAWING: LOCATION MAP



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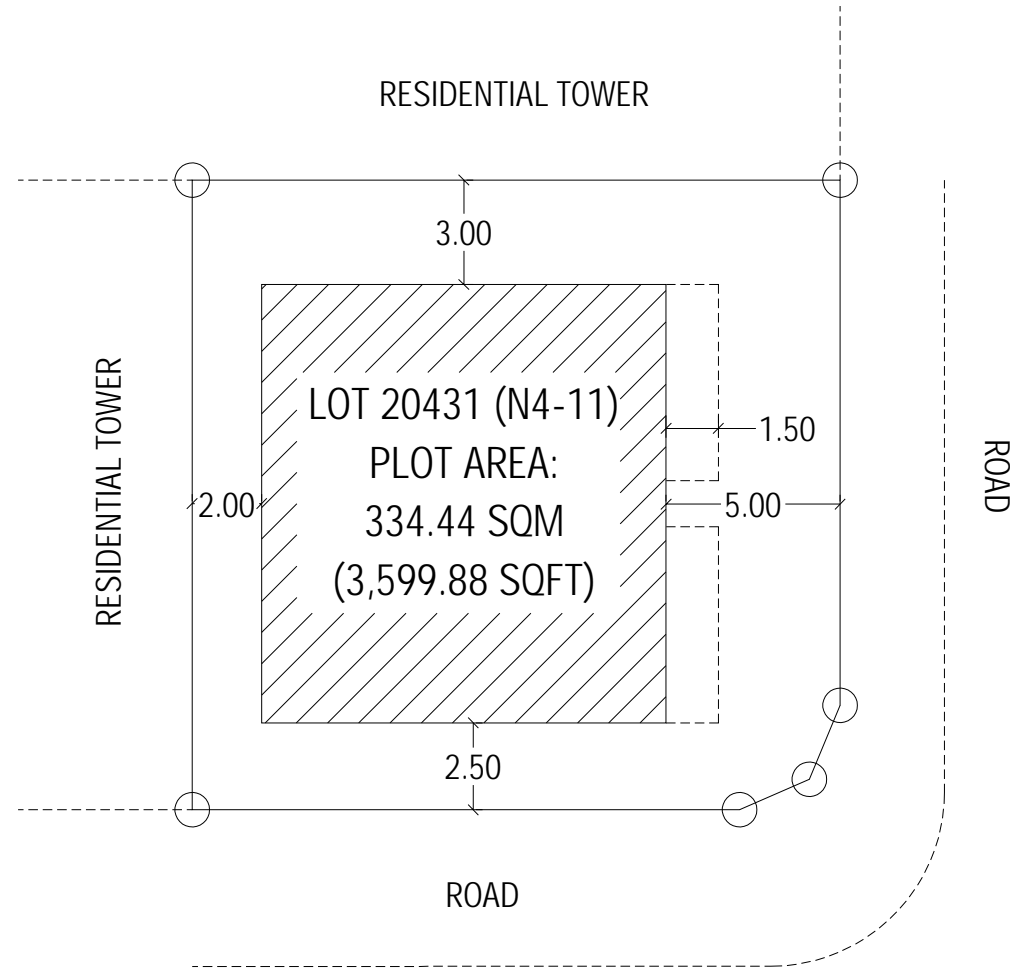
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Remarks:

DRAWING: PLOT MAP



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| LOT NUMBER | PARCEL NUMBER | DESCRIPTION       | LAND USE    | PLOT AREA     | FOOTPRINT     | GFA            | F.S.I. | SITE COVERAGE | MAX. HEIGHT |
|------------|---------------|-------------------|-------------|---------------|---------------|----------------|--------|---------------|-------------|
| 20431      | N4-11         | RESIDENTIAL TOWER | RESIDENTIAL | 334.44 SQM    | 146.46 SQM    | 1,464.60 SQM   | 4.38   | 44%           | 10 FLOORS   |
|            |               |                   |             | 3,599.88 SQFT | 1,576.48 SQFT | 15,764.81 SQFT |        |               | 34.3M + 4M  |

PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: SETBACK PLAN

Scale: N.T.S

Drawn by: Razzan

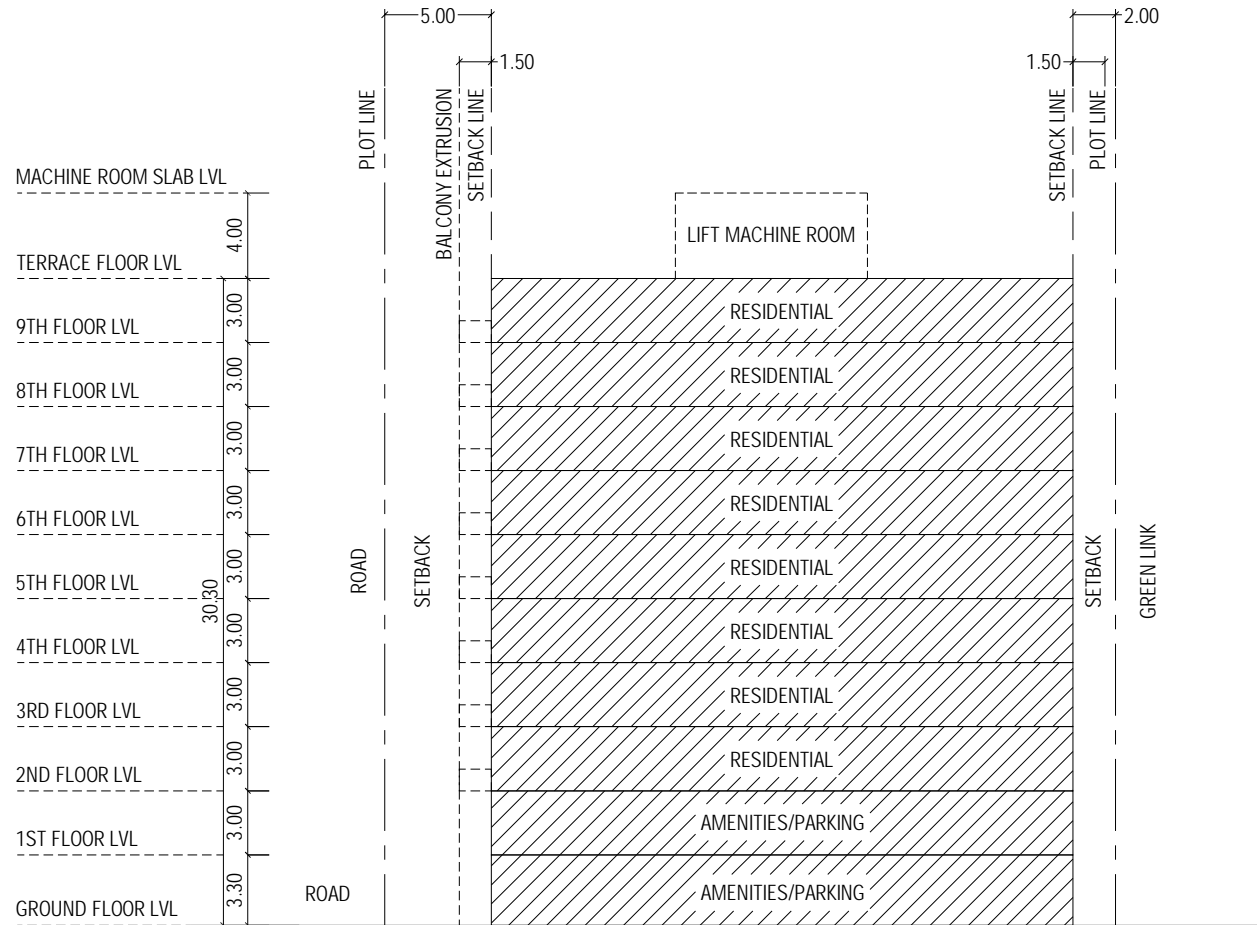
Checked by:

Date: 13th August 2020

Remarks:



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EMAIL : planning@hdc.com.mv

PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: CONCEPTUAL SECTION

Scale: N.T.S

Drawn by: Razzan

Checked by:

Date: 13th August 2020

Remarks:





PLANNING & DEVELOPMENT DEPARTMENT

# PURE RESIDENTIAL HOUSING TOWER DEVELOPMENT GUIDELINES



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# **1. PLANNING GUIDELINES**

## **1.1. INTRODUCTION**

- 1.1.1.** This section comprises planning and land use controls defined under these guidelines.
- 1.1.2.** This guideline will be applicable to plots categorized and developed as 'Pure-Residential Housing Towers' in Hulhumalé. Pure-residential housing towers are defined as housing developments developed with residential developments with areas dedicated for amenities for the residents residing in the tower.

## **1.2. LAND USAGE**

- 1.2.1.** These allocated land plots are for the construction of Pure residential housing towers, whereby it is used mainly for pure residential usage.
- 1.2.2.** Commercial spaces should be accommodated as follows
  - 1.2.2.1.** 50% of the ground floor level should be allocated as amenity spaces. The rest of the area shall accommodate services, circulation & visitor parking.
  - 1.2.2.2.** 30% of first floor level should be accommodated as amenity spaces along the front periphery of the plot.
  - 1.2.2.3.** The area allocated for amenities should not be compromised for any other purposes or commercial purposes.
- 1.2.3.** 1% of residential units should be designed for Persons with Disability (PWD). Please refer to 2.7 PWD accessibility of this document for additional details.
- 1.2.4.** The building should accommodate the required vehicular parking given under section 1.6 of this document.
- 1.2.5.** Following are prohibited uses of these dwellings:
  - 1.2.5.1.** Any industrial use, any use where flammable materials are used, any use where the public is disturbed from loud noises, smell or dust generating and carrying activities, constructing go-downs, etc.

## **1.3. BUILDING HEIGHT, F.S.I AND SETBACK PLAN**

- 1.3.1.** Building setback is provided with the Development guideline drawing along with building F.S.I and is calculated as:

$$\text{Floor Space Index (F.S.I)} = \frac{\text{Total covered area of the building}}{\text{Plot area}}$$

- 1.3.2.** Building Height is subjective to the plot location, area of the plot and land usage.
- 1.3.3.** No part of the building such as roof eaves, gutters and door/window panels, etc. should be projected out into the road beyond the building setback line.
- 1.3.4.** The setback area at ground level can be utilized for circulation or parking but should not be covered above at any level.
- 1.3.5.** The minimum distance between two building blocks/towers in a single plot must be not less than 10m unless stated otherwise.





#### **1.4. DEPTH OF FOUNDATION**

- 1.4.1.** The depth of foundation for each building shall be determined by the structural engineer of the development.
- 1.4.2.** The foundation protection method should be submitted with the final detail drawings.
- 1.4.3.** An Environment Impact Assessment Report and Soil Inspection Report needs to be submitted with the detail drawings if:
  - 1.4.3.1.** The foundation of the structure is deeper than 1.8m below natural ground level
  - 1.4.3.2.** The building height exceeds 31m from the natural ground level

#### **1.5. BOUNDARY WALL**

- 1.5.1.** Urban interaction is highly encouraged at street level to provide seamless integration of private and public space without compromising privacy and security.
- 1.5.2.** If required, the developer may choose to have a boundary wall with perforation or demarcate the plot boundary with a natural green verge of maximum 1.2 meters.
- 1.5.3.** A boundary wall of maximum 2 meters is allowed on the rear and sides of the plot. In such a case, the solid portion of the wall is to be 1.2 meters in height with a perforation of up to 2 meters.

#### **1.6. PARKING**

- 1.6.1.** The specified amount of parking should be provided within the development site for both residents and visitors.
- 1.6.2.** Parking spaces should be appropriately sized for movement in and around and should cater for disability and wheelchair movement where considered necessary
- 1.6.3.** Basement parking is mandatory in all mix-residential developments.
- 1.6.4.** Minimum clear height for basement should not be less than 2.7m
- 1.6.5.** Car parking shall be provided as per the following ratio:
  - 1.6.5.1.** 1 car parking slot for every 3 apartments
  - 1.6.5.2.** An additional 10% of the total number of parking must be allocated for visitor parking
- 1.6.6.** Motorbike parking shall be provided as per the following ratio:
  - 1.6.6.1.** 1 motorbike for each 1 and 2 bedroom apartment
  - 1.6.6.2.** 2 motorbikes for each 3 bedroom apartment and above
  - 1.6.6.3.** An additional 10% of the total number of parking must be allocated for visitor parking

#### **1.7. SERVICES**

- 1.7.1.** Consultation is to be done at concept level with service providers of electricity, plumbing, sewerage, GPON, as to how these could be economically and sustainably incorporated into the development.
- 1.7.2.** All developments should provide the GPON fiber cabling system for commercial and residential units. Refer to in-building cabling guidelines.



- 1.7.3.** Any space required by the relevant service provider for the installation or provision of a supporting facility (transformer, pump rooms, storage tanks, service stations, etc.) should be provided well within the given area for the development.
- 1.7.4.** Dedicated utility space at either ground or first floor level should be provided for the provision and/or installation of relevant services as required.
- 1.7.5.** The water quality should comply with the standards set forth by the Health Protection Agency (HPA) if proposed to use a private water supply.
- 1.7.6.** In accordance with the EPA guidelines, it is required to have adequate storage of water (if possible with integrated rainwater harvesting systems) within the development for firefighting and any other emergency usage.
- 1.7.7.** An approved firefighting layout for the development should be obtained from Maldives National Defense Force (MNDF) Fire and Rescue Services.
- 1.7.8.** The discharge of foul water should be to a sewer network approved by the relevant service provider.
- 1.7.9.** The layout of each utility network within the development should generally be in accordance with the established practice of the relevant service provider.
- 1.7.10.** The garbage collection area (away from common areas) with easy access should be provided at each floor level and a central collection area at the ground floor with ease of loading/unloading vehicular access.
- 1.7.11.** A waste management plan is to be developed along with the waste management authority to minimize public intrusion and ease of access.



## **2. DESIGN GUIDELINES**

### **2.1. INTRODUCTION**

This section will comprise of design controls and requirements imposed for this development.

### **2.2. ACCESS & CIRCULATION**

- 2.2.1.** A sheltered, safe and convenient vehicular drop-off/pick-up area, with universal access should be provided to all dwellings, facilities & services within the plot.
- 2.2.2.** Frontage of the site and pedestrian & vehicular access ways into the site should be designed & constructed by the developer. This includes but is not limited to the pathways, lighting, softscapes, hardscapes & urban furniture.
- 2.2.3.** All circulation routes and entrances should be well defined and well lit. The entrance should be highlighted as well and should be welcoming for walk-in entrances
- 2.2.4.** An adequate amount of elevators should be provided along with an elevator traffic analysis report justifying the number of elevators.
- 2.2.5.** At least one elevator must be fire rated and must be able to accommodate a stretcher.
- 2.2.6.** An adequate number of staircases should be proposed based on the MNDF fire protection guidelines.
- 2.2.7.** Demarcate and provide appropriate lighting on pedestrian routes.
- 2.2.8.** Disability access should be integrated at all pedestrian and vehicular drop off/ pick up points.
- 2.2.9.** If shared pathways (for vehicles and pedestrians) are to be provided within the development, appropriate markings should be used to indicate pedestrian prominence over vehicles.
- 2.2.10.** Any corridor or walkway with one way and two-way traffic should have a minimum width of 900mm and 1250mm respectively.
- 2.2.11.** Where stepped access is unavoidable especially at ground floor level, the steps should be designed as suitable for physically impaired persons or wheelchair users
- 2.2.12.** Any slope provided at the access ways should be less than 1:50 and with a firm and even surface.
- 2.2.13.** Every storey of a building shall be provided with exit facilities for its occupant load.
- 2.2.14.** There shall be at least two independent exit staircases or other exits from every storey of a building where at least one staircase shall cater for emergency evacuation.
- 2.2.15.** Pedestrian linkages from one building to the other is highly encouraged within the development to promote connectivity and pedestrian interaction
- 2.2.16.** Vehicular pathways within the plot should be designed in a way that is safe, with minimum interruption to both pedestrian pathways and green verges within the plot and during ingress and egress
- 2.2.17.** Use scored, colored, textured and/or similar paving that is distinguishable from the travel lane at the drop off area.
- 2.2.18.** Illuminate all outdoor parking areas with illumination towards the paved areas only and not into any adjacent buildings.
- 2.2.19.** Wherever parking is provided appropriate floor paint marking must be given.





**2.2.20.** Car parking size: 2.4m x 4.8m (100mm line thickness). Give an additional 300mm for the width of parking at every end.

**2.2.21.** Motorbike parking size: 2m x 1m (100mm line thickness)

### **2.3. PUBLIC OPEN SPACES**

**2.3.1.** Public open spaces are defined as common spaces, such as but not limited to courtyards or terraces, within the building.

**2.3.2.** Access ways and public areas within the development shall be overlooked by dwellings or otherwise open to surveillance by residents

**2.3.3.** Open space should generally be attractive and usable by different age groups. Undefined areas, badly shaped, fragmented or unusable spaces which are difficult to maintain should be avoided

**2.3.4.** A children's play area is to be provided within the development.

**2.3.5.** If landscaping is provided, either soft or hard (or both) at common areas, materials with good resistance to vandalism, non-slip and low maintenance should be chosen

**2.3.6.** Communal green space is to be provided within the development not less than the ratio at 1:1 of the building footprint

### **2.4. PRIVATE OPEN SPACES**

**2.4.1.** Private spaces are defined as open spaces such as balconies or terraces only accessible through residential units.

**2.4.2.** All dwellings should be provided with private open space /balcony, adjacent to the main living area

**2.4.3.** The private open space/balcony can be used as or together with a drying area which should be screened from public view

**2.4.4.** Minimum size for private open space/balcony should be as given under section 2.5.15 – 2.6.17 of this guideline

### **2.5. RESIDENTIAL**

**2.5.1.** Consideration must be given to ease of access and circulation within the residential unit for all occupants especially for the physically impaired.

**2.5.2.** The pedestrian approach towards the entrance of units should be wide enough for two-way traffic and the main entrance of the dwelling at a minimum width of 900mm.

**2.5.3.** Weather-resistant non-slip material should be provided where necessary

**2.5.4.** Adequate lighting should be provided to all residential units.

**2.5.5.** Design and layout should make use of natural daylight as much as possible to encourage minimum use of electrical lighting.

**2.5.6.** Opening panels of windows, above ground floor level, should be at a minimum height of 1000mm above the internal floor finish level and any opening below 1000mm should be protected with a safety railing.

**2.5.7.** Glazing used for doors and windows should be safe and with a nominal thickness proportionate to the area of the panel as per British Standard or equivalent.



- 2.5.8. Wherever a railing is provided, it should be safe for all occupants, especially for children, with a minimum distance of 125mm openings between the railing members where applicable.
- 2.5.9. Additional safety measures, to minimize the risk of falling over, should be taken if horizontal railings are to be provided.
- 2.5.10. Floor finishes in wet areas should be provided with slip-resistant surfaces.
- 2.5.11. Every dwelling should be connected to electricity and GPON networks.
- 2.5.12. Every dwelling should be provided with an adequate pressure of water for domestic use as per the service providers' requirements.
- 2.5.13. All units must have dedicated and adequate spaces/ledges for AC outdoor units, which must be properly screened from public view.
- 2.5.14. All units must have a minimum finishing level as per the Finishing Schedule in Design Guidance Document. This does not include any loose furniture.

**2.5.15. 1 BEDROOM APARTMENT**

**2.5.15.1.** Minimum area 400 ft<sup>2</sup> / 37.16<sup>2</sup> (carpet area)

**2.5.15.2. SPACE ALLOCATION & SPECIFICATIONS**

**Sitting Room**

- The minimum area for Sitting/Living shall be 86 SQFT (7.99 SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

**Dining & Kitchen**

- The minimum area shall be 100 SQFT (9.29 SQM)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish

**Laundry**

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

**Balcony**

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

**Bedroom**

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

**Toilets**

- The minimum size of a toilet shall be 32 SQFT (2.97 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m.



## 2.5.16. 2 BEDROOM APARTMENT

2.5.16.1. Minimum area 650 ft<sup>2</sup> / 69.68m<sup>2</sup> (carpet area)

### 2.5.16.2. SPACE ALLOCATION & SPECIFICATIONS

#### Sitting Room

- The minimum area for Sitting/Living shall be 130 SQFT (12.08SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

#### Dining & Kitchen

- The minimum area shall be 140 ft<sup>2</sup> (13.01 m<sup>2</sup>)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish

#### Laundry

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

#### Balcony

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

#### Bedroom

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- The minimum size of the other bedroom shall be 120 SQFT (12.08 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

#### Toilets

- The minimum size of the master bedroom toilet shall be 32 SQFT (2.97 SQM)
- The minimum size of other bedroom toilets shall be 28 SQF (2.60 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m

## 2.5.17. 3 BEDROOM APARTMENT

2.5.17.1. Minimum area 900 ft<sup>2</sup> / 83.61m<sup>2</sup> (carpet area)

### 2.5.17.2. SPACE ALLOCATION & SPECIFICATIONS

#### Sitting Room

- The minimum area for Sitting/Living shall be 160 SQFT (14.86 SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

#### Dining & Kitchen

- The minimum area shall be 170 ft<sup>2</sup> (15.79 m<sup>2</sup>)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish





### **Laundry**

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

### **Balcony**

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

### **Bedroom**

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- The minimum size of the other bedroom shall be 120 SQFT (12.08 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

### **Toilets**

- The minimum size of the master bedroom toilet shall be 32 SQFT (2.97 SQM)
- The minimum size of other bedroom toilets shall be 28 SQF (2.60 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m.

#### **2.5.18. Maid rooms**

**2.5.18.1.** This is not a mandatory aspect of residential units. However, if a maid room is to be included in the design the developer should follow the minimum areas given in this document.

**2.5.18.2.** Minimum room area 56 SQFT / 5.20 SQM

**2.5.18.3.** Minimum toilet area 24 SQFT / 2.23 SQM

## **2.6. PWD ACCESSIBILITY**

### **2.6.1. Entrances**

**2.6.1.1.** Easy accessibility between internal and external spaces, and between internal spaces, provides a safe transit point for people with limited mobility and people who use a wheelchair.

**2.6.1.2.** Guidelines to consider:

- a) Make wide enough for wheelchair access
- b) Provide adequate maneuvering space
- c) Provide even, non-slip surfaces
- d) Provide ramped access for ease of dealing with more than one level and for easy entry from external to internal spaces
- e) Provide lighting for safety and security
- f) Install sounding devices, such as a doorbell, to identify visitors

### **2.6.2. Indoor circulation**

**2.6.2.1.** Circulation through different spaces must be well planned for easy maneuverability, especially for people with limited mobility and people who use a wheelchair.

**2.6.2.2.** Incorporate spaces wide enough for wheelchair access

**2.6.2.3.** Ensure door handles are lever handles to make



### **2.6.3. Bathrooms and toilets**

**2.6.3.1.** At least 1 en suite should be designed and furnished for maximum comfort and ease of use.

**2.6.3.2.** The following aspects should be included in at least 1 bathroom of allocated PWD units.

- a)** Minimum 850 mm width door, preferably opening out or sliding.
- b)** Sufficient space for people using wheelchairs or other assistive devices.
- c)** Adequate handrails and grab bars to assist people to get to and from a wheelchair and to assist people with reduced strength.
- d)** Security and privacy feature so users can easily close and lock the bathroom or toilet door.
- e)** Toilets with a minimum dimension of 1.6 m x 2.4 m, or 2.0 m x 2.7 m if a shower is included and with an in-swinging door.
- f)** Toilets located against the wall diagonal from the entry door.
- g)** Firmly fixed-grip rail next to the WC, 800 mm high.
- h)** Accessories, such as mirrors and towel rails, 900 mm to 1.1 m high.
- i)** Firmly fixed washbasin to the wall at a height of between 800 mm to 850 mm.
- j)** Single-lever taps.
- k)** Drop-down or removable shower seat in the shower.

### **2.6.4. Kitchens**

**2.6.4.1.** Provide work surfaces at a comfortable height for people using wheelchairs

**2.6.4.2.** Provide ease of access to the opening and closing of windows and doors.

### **2.6.5. Bedroom & living room**

**2.6.5.1.** At least one bedroom should be designed and furnished for maximum comfort.

**2.6.5.2.** Provide spaces large enough to allow for easy maneuverability

**2.6.5.3.** Make entrance wide enough for wheelchair access

**2.6.5.4.** Provide lighting for safety and security

**2.6.6.** Ensure that all aspect of the building complies with the Maldives Disability Act.

## **2.7. STRUCTURAL & CIVIL WORKS**

**2.7.1.** The designed lifespan of the main structure should be a minimum of 50 years.

**2.7.2.** The structural design must be done in accordance with British standards or any superseded European standard (Eurocode). The developer must include a local registered engineer during the design process and should get the drawings stamped by an accredited structural checker.

**2.7.3.** Necessary standards for construction to ensure the quality of workmanship and site safety during construction should be followed

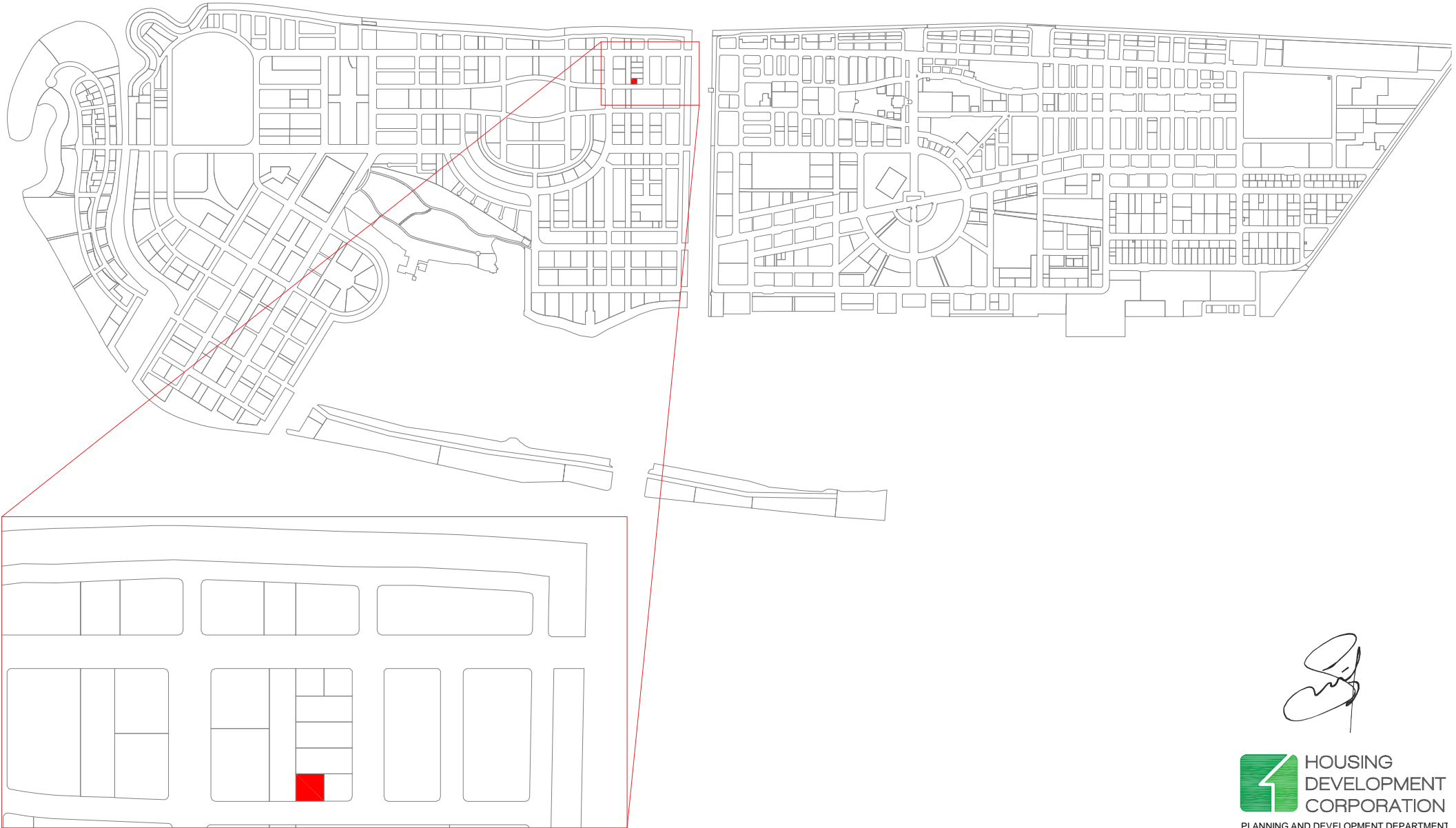
**2.7.4.** At the concept stage as a deliverable, the developer should propose a structural system/material as well as the proposed methodology brief with the above mentioned standards.





PHASE 2

PHASE 1



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PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: LOCATION MAP

Scale: N.T.S

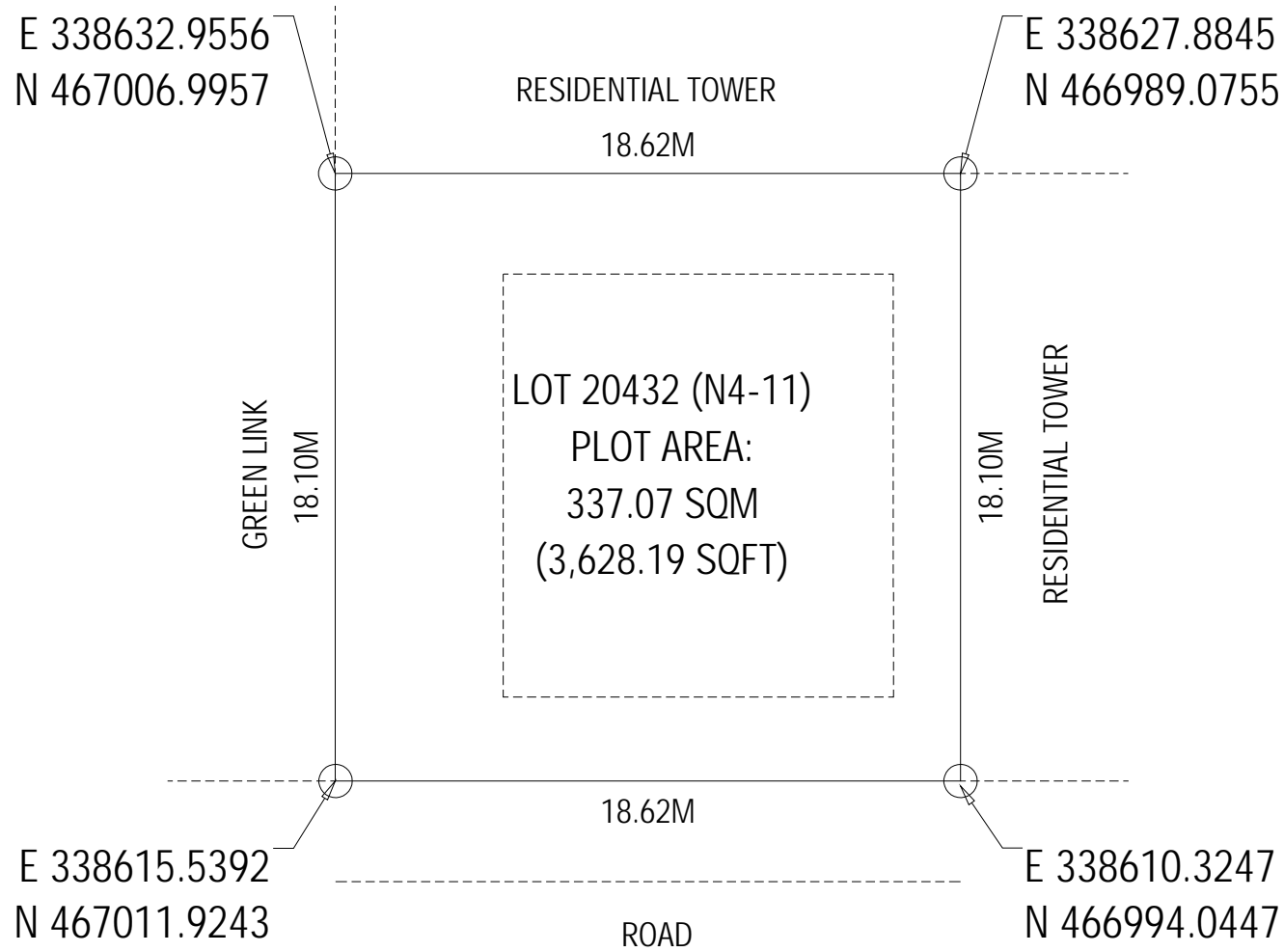
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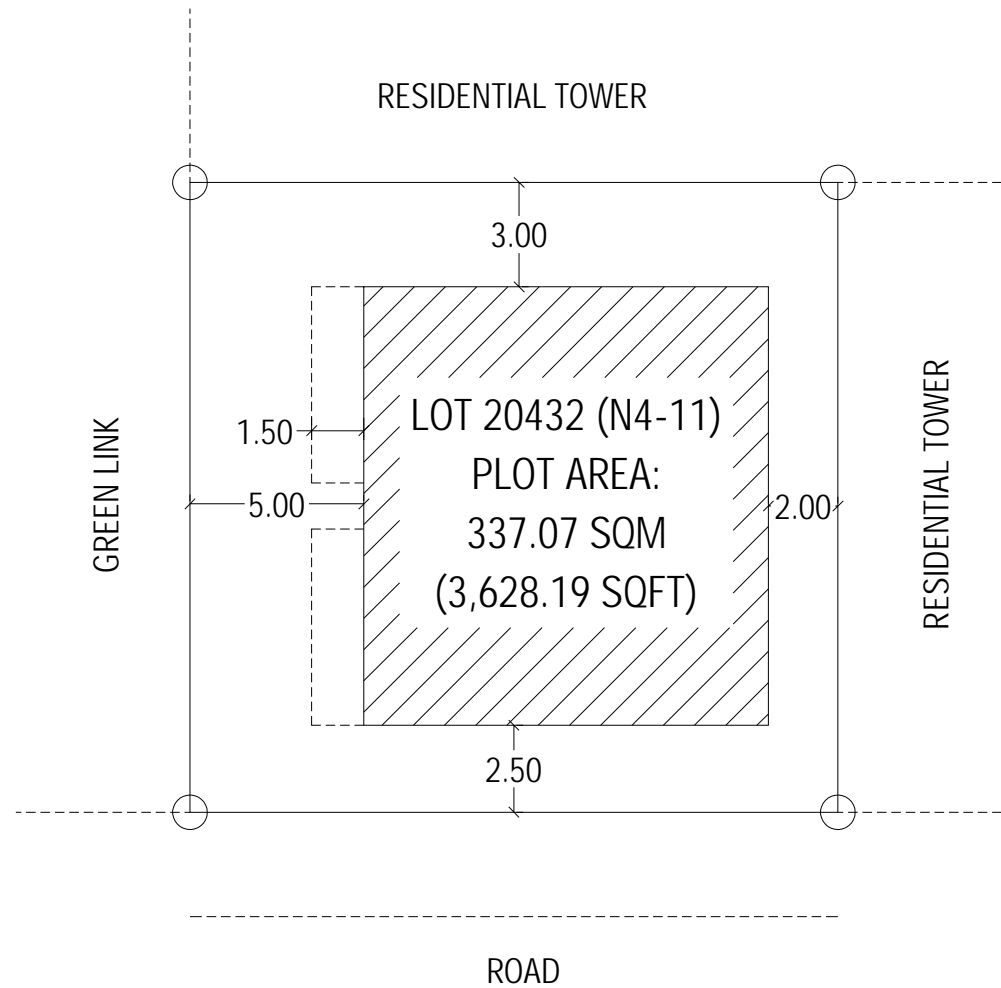
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DRAWING: PLOT MAP



| LOT NUMBER | PARCEL NUMBER | DESCRIPTION       | LAND USE    | PLOT AREA     | FOOTPRINT     | GFA            | F.S.I. | SITE COVERAGE | MAX. HEIGHT |
|------------|---------------|-------------------|-------------|---------------|---------------|----------------|--------|---------------|-------------|
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PROJECT: RESIDENTIAL TOWER (N4-11)

DRAWING: SETBACK PLAN

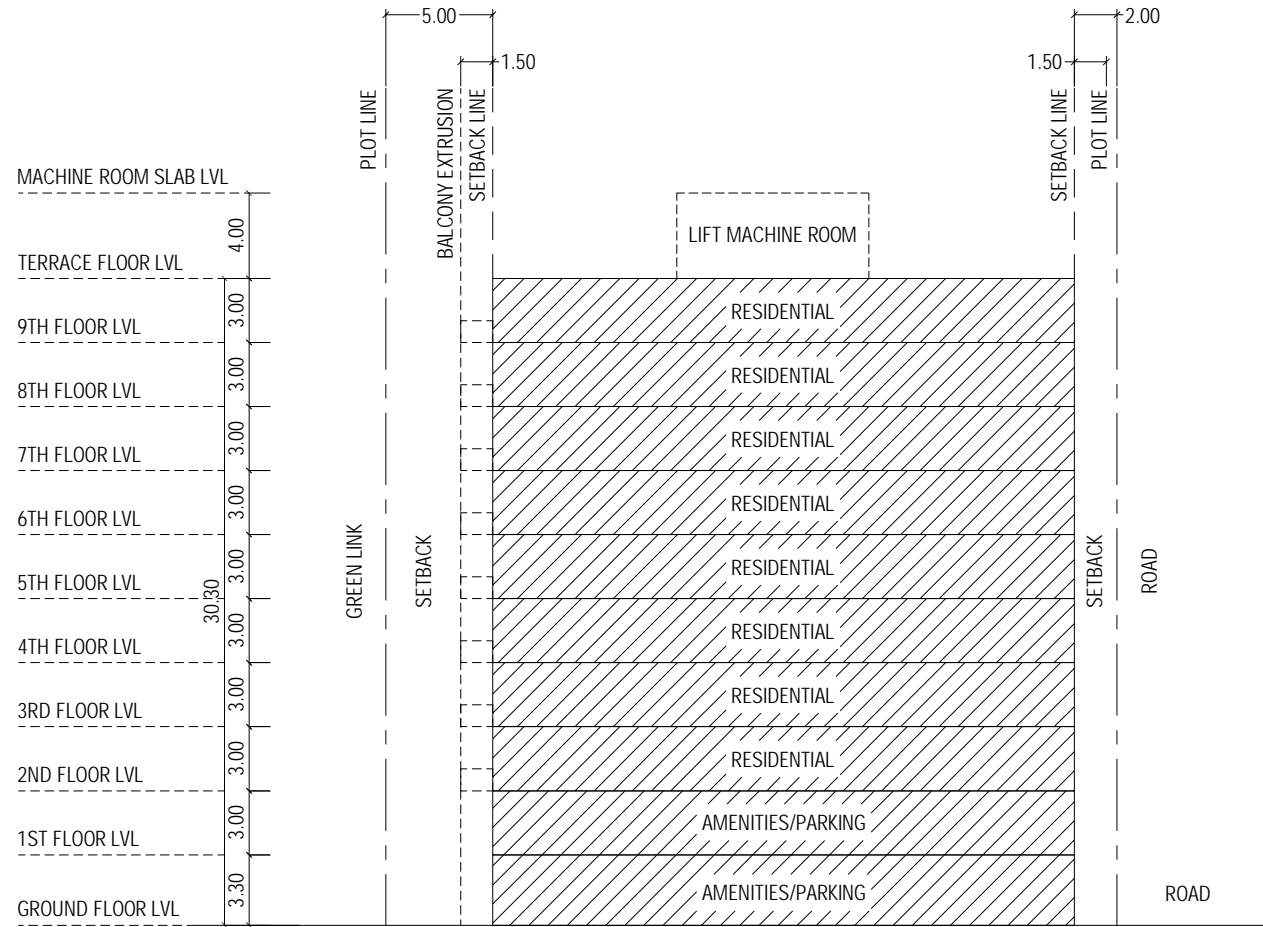
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Scale: N.T.S

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Remarks:



PLANNING & DEVELOPMENT DEPARTMENT

# PURE RESIDENTIAL HOUSING TOWER DEVELOPMENT GUIDELINES





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# **1. PLANNING GUIDELINES**

## **1.1. INTRODUCTION**

- 1.1.1.** This section comprises planning and land use controls defined under these guidelines.
- 1.1.2.** This guideline will be applicable to plots categorized and developed as 'Pure-Residential Housing Towers' in Hulhumalé. Pure-residential housing towers are defined as housing developments developed with residential developments with areas dedicated for amenities for the residents residing in the tower.

## **1.2. LAND USAGE**

- 1.2.1.** These allocated land plots are for the construction of Pure residential housing towers, whereby it is used mainly for pure residential usage.
- 1.2.2.** Commercial spaces should be accommodated as follows
  - 1.2.2.1.** 50% of the ground floor level should be allocated as amenity spaces. The rest of the area shall accommodate services, circulation & visitor parking.
  - 1.2.2.2.** 30% of first floor level should be accommodated as amenity spaces along the front periphery of the plot.
  - 1.2.2.3.** The area allocated for amenities should not be compromised for any other purposes or commercial purposes.
- 1.2.3.** 1% of residential units should be designed for Persons with Disability (PWD). Please refer to 2.7 PWD accessibility of this document for additional details.
- 1.2.4.** The building should accommodate the required vehicular parking given under section 1.6 of this document.
- 1.2.5.** Following are prohibited uses of these dwellings:
  - 1.2.5.1.** Any industrial use, any use where flammable materials are used, any use where the public is disturbed from loud noises, smell or dust generating and carrying activities, constructing go-downs, etc.

## **1.3. BUILDING HEIGHT, F.S.I AND SETBACK PLAN**

- 1.3.1.** Building setback is provided with the Development guideline drawing along with building F.S.I and is calculated as:

$$\text{Floor Space Index (F.S.I)} = \frac{\text{Total covered area of the building}}{\text{Plot area}}$$

- 1.3.2.** Building Height is subjective to the plot location, area of the plot and land usage.
- 1.3.3.** No part of the building such as roof eaves, gutters and door/window panels, etc. should be projected out into the road beyond the building setback line.
- 1.3.4.** The setback area at ground level can be utilized for circulation or parking but should not be covered above at any level.
- 1.3.5.** The minimum distance between two building blocks/towers in a single plot must be not less than 10m unless stated otherwise.



#### **1.4. DEPTH OF FOUNDATION**

- 1.4.1.** The depth of foundation for each building shall be determined by the structural engineer of the development.
- 1.4.2.** The foundation protection method should be submitted with the final detail drawings.
- 1.4.3.** An Environment Impact Assessment Report and Soil Inspection Report needs to be submitted with the detail drawings if:
  - 1.4.3.1.** The foundation of the structure is deeper than 1.8m below natural ground level
  - 1.4.3.2.** The building height exceeds 31m from the natural ground level

#### **1.5. BOUNDARY WALL**

- 1.5.1.** Urban interaction is highly encouraged at street level to provide seamless integration of private and public space without compromising privacy and security.
- 1.5.2.** If required, the developer may choose to have a boundary wall with perforation or demarcate the plot boundary with a natural green verge of maximum 1.2 meters.
- 1.5.3.** A boundary wall of maximum 2 meters is allowed on the rear and sides of the plot. In such a case, the solid portion of the wall is to be 1.2 meters in height with a perforation of up to 2 meters.

#### **1.6. PARKING**

- 1.6.1.** The specified amount of parking should be provided within the development site for both residents and visitors.
- 1.6.2.** Parking spaces should be appropriately sized for movement in and around and should cater for disability and wheelchair movement where considered necessary
- 1.6.3.** Basement parking is mandatory in all mix-residential developments.
- 1.6.4.** Minimum clear height for basement should not be less than 2.7m
- 1.6.5.** Car parking shall be provided as per the following ratio:
  - 1.6.5.1.** 1 car parking slot for every 3 apartments
  - 1.6.5.2.** An additional 10% of the total number of parking must be allocated for visitor parking
- 1.6.6.** Motorbike parking shall be provided as per the following ratio:
  - 1.6.6.1.** 1 motorbike for each 1 and 2 bedroom apartment
  - 1.6.6.2.** 2 motorbikes for each 3 bedroom apartment and above
  - 1.6.6.3.** An additional 10% of the total number of parking must be allocated for visitor parking

#### **1.7. SERVICES**

- 1.7.1.** Consultation is to be done at concept level with service providers of electricity, plumbing, sewerage, GPON, as to how these could be economically and sustainably incorporated into the development.
- 1.7.2.** All developments should provide the GPON fiber cabling system for commercial and residential units. Refer to in-building cabling guidelines.



- 1.7.3.** Any space required by the relevant service provider for the installation or provision of a supporting facility (transformer, pump rooms, storage tanks, service stations, etc.) should be provided well within the given area for the development.
- 1.7.4.** Dedicated utility space at either ground or first floor level should be provided for the provision and/or installation of relevant services as required.
- 1.7.5.** The water quality should comply with the standards set forth by the Health Protection Agency (HPA) if proposed to use a private water supply.
- 1.7.6.** In accordance with the EPA guidelines, it is required to have adequate storage of water (if possible with integrated rainwater harvesting systems) within the development for firefighting and any other emergency usage.
- 1.7.7.** An approved firefighting layout for the development should be obtained from Maldives National Defense Force (MNDF) Fire and Rescue Services.
- 1.7.8.** The discharge of foul water should be to a sewer network approved by the relevant service provider.
- 1.7.9.** The layout of each utility network within the development should generally be in accordance with the established practice of the relevant service provider.
- 1.7.10.** The garbage collection area (away from common areas) with easy access should be provided at each floor level and a central collection area at the ground floor with ease of loading/unloading vehicular access.
- 1.7.11.** A waste management plan is to be developed along with the waste management authority to minimize public intrusion and ease of access.





## **2. DESIGN GUIDELINES**

### **2.1. INTRODUCTION**

This section will comprise of design controls and requirements imposed for this development.

### **2.2. ACCESS & CIRCULATION**

- 2.2.1.** A sheltered, safe and convenient vehicular drop-off/pick-up area, with universal access should be provided to all dwellings, facilities & services within the plot.
- 2.2.2.** Frontage of the site and pedestrian & vehicular access ways into the site should be designed & constructed by the developer. This includes but is not limited to the pathways, lighting, softscapes, hardscapes & urban furniture.
- 2.2.3.** All circulation routes and entrances should be well defined and well lit. The entrance should be highlighted as well and should be welcoming for walk-in entrances
- 2.2.4.** An adequate amount of elevators should be provided along with an elevator traffic analysis report justifying the number of elevators.
- 2.2.5.** At least one elevator must be fire rated and must be able to accommodate a stretcher.
- 2.2.6.** An adequate number of staircases should be proposed based on the MNDF fire protection guidelines.
- 2.2.7.** Demarcate and provide appropriate lighting on pedestrian routes.
- 2.2.8.** Disability access should be integrated at all pedestrian and vehicular drop off/ pick up points.
- 2.2.9.** If shared pathways (for vehicles and pedestrians) are to be provided within the development, appropriate markings should be used to indicate pedestrian prominence over vehicles.
- 2.2.10.** Any corridor or walkway with one way and two-way traffic should have a minimum width of 900mm and 1250mm respectively.
- 2.2.11.** Where stepped access is unavoidable especially at ground floor level, the steps should be designed as suitable for physically impaired persons or wheelchair users
- 2.2.12.** Any slope provided at the access ways should be less than 1:50 and with a firm and even surface.
- 2.2.13.** Every storey of a building shall be provided with exit facilities for its occupant load.
- 2.2.14.** There shall be at least two independent exit staircases or other exits from every storey of a building where at least one staircase shall cater for emergency evacuation.
- 2.2.15.** Pedestrian linkages from one building to the other is highly encouraged within the development to promote connectivity and pedestrian interaction
- 2.2.16.** Vehicular pathways within the plot should be designed in a way that is safe, with minimum interruption to both pedestrian pathways and green verges within the plot and during ingress and egress
- 2.2.17.** Use scored, colored, textured and/or similar paving that is distinguishable from the travel lane at the drop off area.
- 2.2.18.** Illuminate all outdoor parking areas with illumination towards the paved areas only and not into any adjacent buildings.
- 2.2.19.** Wherever parking is provided appropriate floor paint marking must be given.



**2.2.20.** Car parking size: 2.4m x 4.8m (100mm line thickness). Give an additional 300mm for the width of parking at every end.

**2.2.21.** Motorbike parking size: 2m x 1m (100mm line thickness)

### **2.3. PUBLIC OPEN SPACES**

**2.3.1.** Public open spaces are defined as common spaces, such as but not limited to courtyards or terraces, within the building.

**2.3.2.** Access ways and public areas within the development shall be overlooked by dwellings or otherwise open to surveillance by residents

**2.3.3.** Open space should generally be attractive and usable by different age groups. Undefined areas, badly shaped, fragmented or unusable spaces which are difficult to maintain should be avoided

**2.3.4.** A children's play area is to be provided within the development.

**2.3.5.** If landscaping is provided, either soft or hard (or both) at common areas, materials with good resistance to vandalism, non-slip and low maintenance should be chosen

**2.3.6.** Communal green space is to be provided within the development not less than the ratio at 1:1 of the building footprint

### **2.4. PRIVATE OPEN SPACES**

**2.4.1.** Private spaces are defined as open spaces such as balconies or terraces only accessible through residential units.

**2.4.2.** All dwellings should be provided with private open space /balcony, adjacent to the main living area

**2.4.3.** The private open space/balcony can be used as or together with a drying area which should be screened from public view

**2.4.4.** Minimum size for private open space/balcony should be as given under section 2.5.15 – 2.6.17 of this guideline

### **2.5. RESIDENTIAL**

**2.5.1.** Consideration must be given to ease of access and circulation within the residential unit for all occupants especially for the physically impaired.

**2.5.2.** The pedestrian approach towards the entrance of units should be wide enough for two-way traffic and the main entrance of the dwelling at a minimum width of 900mm.

**2.5.3.** Weather-resistant non-slip material should be provided where necessary

**2.5.4.** Adequate lighting should be provided to all residential units.

**2.5.5.** Design and layout should make use of natural daylight as much as possible to encourage minimum use of electrical lighting.

**2.5.6.** Opening panels of windows, above ground floor level, should be at a minimum height of 1000mm above the internal floor finish level and any opening below 1000mm should be protected with a safety railing.

**2.5.7.** Glazing used for doors and windows should be safe and with a nominal thickness proportionate to the area of the panel as per British Standard or equivalent.



- 2.5.8. Wherever a railing is provided, it should be safe for all occupants, especially for children, with a minimum distance of 125mm openings between the railing members where applicable.
- 2.5.9. Additional safety measures, to minimize the risk of falling over, should be taken if horizontal railings are to be provided.
- 2.5.10. Floor finishes in wet areas should be provided with slip-resistant surfaces.
- 2.5.11. Every dwelling should be connected to electricity and GPON networks.
- 2.5.12. Every dwelling should be provided with an adequate pressure of water for domestic use as per the service providers' requirements.
- 2.5.13. All units must have dedicated and adequate spaces/ledges for AC outdoor units, which must be properly screened from public view.
- 2.5.14. All units must have a minimum finishing level as per the Finishing Schedule in Design Guidance Document. This does not include any loose furniture.

**2.5.15. 1 BEDROOM APARTMENT**

**2.5.15.1.** Minimum area 400 ft<sup>2</sup> / 37.16<sup>2</sup> (carpet area)

**2.5.15.2. SPACE ALLOCATION & SPECIFICATIONS**

**Sitting Room**

- The minimum area for Sitting/Living shall be 86 SQFT (7.99 SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

**Dining & Kitchen**

- The minimum area shall be 100 SQFT (9.29 SQM)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish

**Laundry**

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

**Balcony**

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

**Bedroom**

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

**Toilets**

- The minimum size of a toilet shall be 32 SQFT (2.97 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m.



## 2.5.16. 2 BEDROOM APARTMENT

2.5.16.1. Minimum area 650 ft<sup>2</sup> / 69.68m<sup>2</sup> (carpet area)

### 2.5.16.2. SPACE ALLOCATION & SPECIFICATIONS

#### Sitting Room

- The minimum area for Sitting/Living shall be 130 SQFT (12.08SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

#### Dining & Kitchen

- The minimum area shall be 140 ft<sup>2</sup> (13.01 m<sup>2</sup>)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish

#### Laundry

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

#### Balcony

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

#### Bedroom

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- The minimum size of the other bedroom shall be 120 SQFT (12.08 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

#### Toilets

- The minimum size of the master bedroom toilet shall be 32 SQFT (2.97 SQM)
- The minimum size of other bedroom toilets shall be 28 SQF (2.60 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m

## 2.5.17. 3 BEDROOM APARTMENT

2.5.17.1. Minimum area 900 ft<sup>2</sup> / 83.61m<sup>2</sup> (carpet area)

### 2.5.17.2. SPACE ALLOCATION & SPECIFICATIONS

#### Sitting Room

- The minimum area for Sitting/Living shall be 160 SQFT (14.86 SQM).
- Minimum clear height (Floor to ceiling height) for Sitting/Living area shall be 2.7m.

#### Dining & Kitchen

- The minimum area shall be 170 ft<sup>2</sup> (15.79 m<sup>2</sup>)
- Minimum clear height (Floor to ceiling height) for kitchen & dining area shall be minimum 2.7m from slab bottom to floor finish





### **Laundry**

- Laundry/Washing space shall be provided to accommodate 1 washing machine (0.36sqm) & drying area with adequate sunlight.
- The minimum clear height (Floor to ceiling height) shall be 2.7m.

### **Balcony**

- The minimum railing/ parapet wall height shall be 1.2m.
- The minimum width of the balcony shall be 1m (1000mm).

### **Bedroom**

- The minimum size of the Master bedroom shall be 144 SQFT (14.86 SQM).
- The minimum size of the other bedroom shall be 120 SQFT (12.08 SQM).
- Minimum clear height (Floor to ceiling) for all areas (except toilets) shall be 2.7m.

### **Toilets**

- The minimum size of the master bedroom toilet shall be 32 SQFT (2.97 SQM)
- The minimum size of other bedroom toilets shall be 28 SQF (2.60 SQM)
- Minimum clear height (Floor to ceiling height) for toilets shall be 2.4m.

#### **2.5.18. Maid rooms**

**2.5.18.1.** This is not a mandatory aspect of residential units. However, if a maid room is to be included in the design the developer should follow the minimum areas given in this document.

**2.5.18.2.** Minimum room area 56 SQFT / 5.20 SQM

**2.5.18.3.** Minimum toilet area 24 SQFT / 2.23 SQM

## **2.6. PWD ACCESSIBILITY**

### **2.6.1. Entrances**

**2.6.1.1.** Easy accessibility between internal and external spaces, and between internal spaces, provides a safe transit point for people with limited mobility and people who use a wheelchair.

**2.6.1.2.** Guidelines to consider:

- a) Make wide enough for wheelchair access
- b) Provide adequate maneuvering space
- c) Provide even, non-slip surfaces
- d) Provide ramped access for ease of dealing with more than one level and for easy entry from external to internal spaces
- e) Provide lighting for safety and security
- f) Install sounding devices, such as a doorbell, to identify visitors

### **2.6.2. Indoor circulation**

**2.6.2.1.** Circulation through different spaces must be well planned for easy maneuverability, especially for people with limited mobility and people who use a wheelchair.

**2.6.2.2.** Incorporate spaces wide enough for wheelchair access

**2.6.2.3.** Ensure door handles are lever handles to make



### **2.6.3. Bathrooms and toilets**

**2.6.3.1.** At least 1 en suite should be designed and furnished for maximum comfort and ease of use.

**2.6.3.2.** The following aspects should be included in at least 1 bathroom of allocated PWD units.

- a)** Minimum 850 mm width door, preferably opening out or sliding.
- b)** Sufficient space for people using wheelchairs or other assistive devices.
- c)** Adequate handrails and grab bars to assist people to get to and from a wheelchair and to assist people with reduced strength.
- d)** Security and privacy feature so users can easily close and lock the bathroom or toilet door.
- e)** Toilets with a minimum dimension of 1.6 m x 2.4 m, or 2.0 m x 2.7 m if a shower is included and with an in-swinging door.
- f)** Toilets located against the wall diagonal from the entry door.
- g)** Firmly fixed-grip rail next to the WC, 800 mm high.
- h)** Accessories, such as mirrors and towel rails, 900 mm to 1.1 m high.
- i)** Firmly fixed washbasin to the wall at a height of between 800 mm to 850 mm.
- j)** Single-lever taps.
- k)** Drop-down or removable shower seat in the shower.

### **2.6.4. Kitchens**

**2.6.4.1.** Provide work surfaces at a comfortable height for people using wheelchairs

**2.6.4.2.** Provide ease of access to the opening and closing of windows and doors.

### **2.6.5. Bedroom & living room**

**2.6.5.1.** At least one bedroom should be designed and furnished for maximum comfort.

**2.6.5.2.** Provide spaces large enough to allow for easy maneuverability

**2.6.5.3.** Make entrance wide enough for wheelchair access

**2.6.5.4.** Provide lighting for safety and security

**2.6.6.** Ensure that all aspect of the building complies with the Maldives Disability Act.

## **2.7. STRUCTURAL & CIVIL WORKS**

**2.7.1.** The designed lifespan of the main structure should be a minimum of 50 years.

**2.7.2.** The structural design must be done in accordance with British standards or any superseded European standard (Eurocode). The developer must include a local registered engineer during the design process and should get the drawings stamped by an accredited structural checker.

**2.7.3.** Necessary standards for construction to ensure the quality of workmanship and site safety during construction should be followed

**2.7.4.** At the concept stage as a deliverable, the developer should propose a structural system/material as well as the proposed methodology brief with the above mentioned standards.



### 4.3 Submission and Quality Management Criteria

(Refer to Next Page)

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PLANNING & DEVELOPMENT DEPARTMENT

# SUBMISSION & QUALITY MANAGEMENT CRITERIA





## 1.0 SUBMISSION (DELIVERABLES AND CRITERIA)

### 1.1 CONCEPT DESIGN STAGE

Concept drawings should focus on how it is integrated to site and surrounding context. All floor plans should indicate the usage of specific floor spaces with its area as well as built Up Area (BUA) along with gross floor area (GFA).

Format of submission should include (but is not limited to) a PowerPoint presentation of the concept design stage submission. A compiled PDF of the above documents should be submitted in digital format. AutoCAD drawings should be submitted for all the drawings.

Concept design should include the following drawings & documents (minimum requirement);

#### A. ARCHITECTURAL

1. Concept brief
2. Location plan
3. Site plan showing the surrounding context
4. Parking layouts
5. Vehicular and pedestrian circulation layout addressing the surrounding context
6. Floor plans, sections and elevations
7. Relevant blow-up details
8. Proposed material schedule and mood board
9. Interior and exterior perspective images (3D rendered visuals)

#### B. STRUCTURAL

Structural concept will include the following drawings and documents;

1. Layout plan drawing showing the structural members (such as column, beam, slabs, sheer wall. etc.) with estimated size & location. Details regarding selection of member size without effecting architectural concepts. (Details of clear heights achieved in specific locations can be highlighted)
2. A report stating:
  - a) Pro and cons of the preferred structural system with respect to the architectural design.
  - b) Explain the structural system in relation to structure's durability for the intended lifetime of the building.
  - c) Explain the Structural design including the design code, design parameters (considered loads) & analysis method preferred by structural design engineer, details of the software(s) to be used for design, formats of design sheets (if any).
  - d) Details of proposed foundation system based on the available geotechnical parameters. It should be noted that the wind speed for the design can be obtained from local metrological department.
  - e) Assessment of the environmental conditions and the requirement that is applicable for the design with reference to code of practices. This includes, but not limited to covers to be provided for reinforcement, grade of steel, water proofing for foundation, min concrete grade with maximum water cement ratio, admixtures to be used for concrete etc. based on standards.
  - f) Minimum cement content details for different grades of concrete, in order to achieve a durable concrete for its intended life time
  - g) Details regarding fire rating of the building

#### C. BUILDING SERVICES

Proposals for the following systems must be submitted as a report

1. Air-Conditioning System and proposed locations
2. Mechanical Ventilation System and proposed locations
3. Fire Safety Design
  - a) Fire Detection and Alarm System

#### SUBMISSION & QUALITY MANAGEMENT CRITERIA



- b) Portable extinguisher
- c) Fire blankets
- d) Dry riser system
- e) Hose reel system
- f) Wet Riser System
- 4. Water, Drainage and plumbing proposal
- 5. Vertical Transportation Services (Lift)
- 6. Lighting and Power System
- 7. Emergency Lighting System
- 8. Earthing System
- 9. Lightning Protection System
- 10. Emergency Electrical Supply (Generator Set)
- 11. GPON in building network
- 12. Building Access Control
- 13. CCTV System
- 14. Public Address System
- 15. Carpark Barrier Gate System

## 1.2 DETAILED DESIGN STAGE

Detailed design will be submitted after concept design approval as follows:

1. Architectural drawings (by a locally registered professional architect) of all plans, elevations and major sections. (Refer to local planning guidelines)
2. Structural drawings and calculations, methodology (stamped and signed by a locally registered professional engineer)
3. Foundation protection method
4. Building services drawings (electrical, water plumbing and sewage, GPON, HVAC, Vertical transport, Fire Safety)
5. Material and finishing schedule
6. Local authority approvals, including but not limited to Fire Drawings and Panel board drawings.
7. Soil Investigation/Geotechnical Survey report (If required)
8. Environmental Impact Assessment report

Minimum three (3) sets of the above-mentioned drawings and documents should be submitted. Drawings Submission Form with the appropriate parts filled and signed by Registered Architect and Engineer.

## 1.3 SHOP DRAWINGS AND AS BUILT

The following drawings shall be submitted after completion of construction and prior to usage of the building.

- As built Architectural drawings
- As built Structural drawings
- As built Services drawings (Water, Sewage, Electrical, Ventilation & Air-conditioning, Firefighting and Communication/GPON)
- Copy of approvals given by Authorities, such as but not limited to MNDF Fire, Ministry of Health, STELCO, MEA, MWSC

With the submission of required documents, HDC would provide the necessary feedback for each stage. In giving feedbacks we would check whether it fits the development guidelines, design guidance documents, international standards and the standards set by HDC. A two-way dialogue to attain a satisfactory level of work will be pursued. Upon submission of the documents HDC reserves a duration of 14 working days to process and provide comments or approval. A period of 14 working days will be taken to provide comments for concept drawing. If the drawings are not approved and comments are sent after checking, revised drawings are to be submitted within 14 working days. Please note that for each submission 14 working days will be taken to comment. In addition to that, the duration taken to comment on Detail drawings stage will be minimum of 10 working days and maximum is 20 working days



If the party fails to correct after sending comments twice, the party needs to apply again as a new project proposal along with the application fee. This is to encourage carefulness from the client and to maximize efficiency from both stakeholders.

Once the concept drawings are approved, the detail drawings shall comply to the approved concept drawings and if in any case if there are changes to such as floor plans sections and elevations in the detail stage, a revised concept drawings approval should be submitted. It is mandatory to approve concept if the changes need to be brought to aforementioned drawings.

Physical implementation process can be initiated once drawing approval is given by HDC. Any modifications or amendments to the drawings should be informed and applied for approval prior to initiating any physical works on site which contradicts the approved drawings. Drawings and documents mentioned in shop drawings and as-built drawings can be submitted during implementation or after construction prior to applying for building usage permit. With the Successful completion and submission of the documents and drawings and after fulfilling of other mandatory requirements set by the Building Control Unit, Building Usage Permit will be awarded.



## 2.0 REQUIREMENTS OF THE CONSULTANT

Developer is required to hire a locally registered Project Management (PM) consultant for the quality assurance of the building. The PM consultant should be a 3<sup>rd</sup> party independent person or a firm that is locally registered under Ministry of National Planning, Housing & Infrastructure. This consultant should be unbiased in the works and while reporting to HDC. The consultant should be hired prior to the commencement of any site works. Once hired, the consultant should approve and submit a Construction Quality Management Plan (CQMP) from the Developer or Contractor before any physical works on site are carried. Duties and responsibilities of the consultant are as follows:

### 2.1 RESPONSIBILITIES

#### A. ASSURANCE OF CONSTRUCTION QUALITY

Necessary tests should be carried out on site and off site to ensure the quality of the final product. This includes, but not limited to compressive strength of concrete, tests done to ensure strength of steel, Slump test, Sieve Analysis and material specifications.

#### B. ASSURANCE OF FINISHING QUALITY

Consultant should ensure that the works are carried out according to the approved standards, methodologies, CQMP and drawings and if not mentioned as per the best practices followed. Consultant should also ensure that all works are carried out using approved materials which meets the standards as per the guidelines and the intended purpose for quality, safety and durability.

#### C. MATERIAL APPROVAL

All the materials used in the building structure, services and finishing shall be approved by the consultant. In approving the materials, the consultant shall ensure it meets the standards as per the guidelines and the intended purpose for quality, safety and durability. All the records of approved materials and its specifications should be kept and shared to HDC according to the reporting criteria.

#### D. APPROVE METHODOLOGIES

Prior to commencement of any construction works, Consultant should evaluate, suggest any improvements and approve method statements submitted by the developer. Consultant should ensure that the approved methodologies meet the intended purpose. All the methodology approvals should be kept on record and shared with HDC according to the reporting criteria.

#### E. ISSUING SITE INSTRUCTIONS

Issued site instructions should be recorded and submitted to HDC as per the reporting criteria.

#### F. APPROVE AS-BUILT DRAWINGS

The consultant should ensure the approved as-built drawings are accurate and meets onsite physical development.





## 2.2 REPORTING

All the following reports should be signed or stamped by the consultant. All the monthly reports should be submitted by the consultant before 10<sup>th</sup> of every month.

### A. INITIAL REPORT

- i. Construction Quality Management Plan (CQMP)
- ii. Safety Plan
- iii. Work methodologies

### B. MONTHLY REPORT

- i. Project Brief
- ii. Ongoing works and upcoming works for the next month
- iii. Overall construction progress showing the planned vs actual progress in the form of a Gantt chart
- iv. Accidents report
- v. Challenges faced during implementation
- vi. Test & Analysis reports
- vii. List of attended inspections and its reports
- viii. List of instructions given on site
- ix. Documentation of approved methodologies
- x. Documentation of approved materials

### C. PROJECT COMPLETION REPORT

- i. Summary of Project
- ii. Challenges faced during the implementation
- iii. Maintenance requirements
- iv. Services systems manuals
- v. As-Built Drawings



## SECTION VI. CONTRACT TERMS

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| <p><b>1. Parties to the Agreement</b></p>    | <p>1.1. Housing Development Corporation Ltd<br/>HDC Building<br/>Hulhumalé<br/><br/>(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>1.2. [Address of the Successful Proponent]<br/><br/>(hereinafter referred to as "lessee/developer", which expression shall include its successors-in-title, liquidators, administrators and lawful assignees where the context so requires or admits).</p> |
| <p><b>2. Objective</b></p>                   | <p>2.1. The objective of the project is to provide local SMEs an opportunity to enter into the real estate market by offering them a chance to undertake small scale housing developments in Hulhumale'. Moreover, the project hopes to assist local firms overcome the economic strain faced due to the current Covid-19 pandemic.</p>  |
| <p><b>3. Project Name</b></p>                | <p>3.1. Local Developer 3 Project – Package 3</p>  |
| <p><b>4. Plot Number and Area (Sqft)</b></p> | <p>4.1. The land plots to be allocated for Local Developer 3 Project – Package 3</p> <p>4.1.1. Lot 20424 (N4-11) - 3,314.96 sqft , or</p> <p>4.1.2. Lot 20425 (N4-11) - 3,628.51 sqft, or</p> <p>4.1.3. Lot 20431 (N4-11) - 3,599.88 sqft, or</p> <p>4.1.4. Lot 20432 (N4-11) - 3,628.19 sqft.</p>   |
| <p><b>5. Conditions Precedent</b></p>        | <p>5.1. The Agreement will only be signed upon fulfilment of the following conditions precedent:</p> <p>5.1.1. Submission of Performance Guarantee as per Clause 6.</p> <p>5.1.2. Submission of Concept Design as per Clause 7.</p> <p>5.1.3. Payment of first installment of the Development &amp; Sale Rights Acquisition Fee as per Clause 8.2.1.</p> <p>5.1.4. Submission of "Price Capped Housing units" to be allocated for HDC as settlement of consideration of Land</p>   |



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|  | <p>Price (Development and Sale Right) within 30 (Thirty) days.<br/>         "Price Capped Housing Units" allocated to HDC shall be mutually agreed between both parties prior to agreement signing.</p>  |
| <p><b>6. Performance Guarantee</b></p>                         | <p>6.1. Submission of Performance Guarantee amounting to 5% of Engineer's Project Cost Estimate by Lessor, within 30 calendar days of conditional award letter date, subject to;</p> <p>6.1.1. Minimum amount shall be MVR 500,000 (Five Hundred Thousand) and maximum shall be MVR 5,000,000 (Five Million)</p> <p>6.2. The Performance Guarantee should be valid throughout the Development Period plus 3 additional Calendar Months from Completion of Development period</p> <p>6.3. The lessor has the right to claim the Performance Guarantee in case of agreement termination.</p>   |
| <p><b>7. Concept Drawing</b></p>                               | <p>7.1. Developer shall submit concept drawings to HDC for approval within 30 days of conditional award letter. The concept drawings should be submitted in accordance with the drawing and guidelines.</p> <p>7.1.1. HDC must review and provide if any comments within 10 (ten) working days of submission of the concept drawings by the developer.</p> <p>7.1.2. The developer must submit revised concept drawing, after adjusting for any and all comments by HDC, within 15 (fifteen) calendar days.</p> <p>7.1.3. The developer must adhere to all comments made by HDC to the concept when submitting the revised concept.</p> <p>7.1.4. Revised concept cannot be submitted prior to receiving comments from HDC.</p> <p>7.1.5. The concept drawings should be submitted in accordance with the submission criteria and the development guidelines. The developer should reflect on the design guidance documents when preparing the drawings.</p> |
| <p><b>8. Development &amp; Sales Right Acquisition Fee</b></p> | <p>8.1. Development &amp; Sale Rights Acquisition Fee is MVR 210 (Two Hundred and Ten) per sqft of plot area shall be paid before the approval of detailed drawing design from HDC.</p>  |



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|  | <p>8.2. Development &amp; Sale Rights Acquisition Fee shall be paid in 3 (three) installment as follow.</p> <p>8.2.1. First installment of payment, 33% (thirty three percent) of the total development &amp; sales right acquisition fee should be paid within 30 (thirty) days from the date of conditional award letter.</p> <p>8.2.2. Second installment of payment, 33% (thirty three percent) of the total development &amp; sales right acquisition fee should be paid within 30 (thirty) days from the date of agreement signing.</p> <p>8.2.3. Third installment of payment, 34% of the total development &amp; sales right acquisition fee should be paid within 7 (seven) days from date of submission of detail drawing.</p> <p>8.3. The detailed drawing submitted by developer will be approved by HDC upon full payment of Development &amp; Sales Right Acquisition Fee to HDC.</p> |
| <p><b>9. Housing Segmentation</b></p>                                | <p>9.1. The residential units shall comprise of units of 2 bedrooms and 3 bedrooms.</p> <p>9.2. 3-5% of residential units should be allocated for people with disabilities.</p> <p>9.3. Price Capped Housing Units: Minimum of 60% of the saleable area shall be priced at the the proposed Residential Unit Sale Rate.</p> <p>9.4. Open Market Units: Maximum of 40% of the saleable area can be sold at open market price.</p>  |
| <p><b>10. Price Capped Housing Units</b></p>                         | <p>10.1. Minimum of 60% of the saleable area shall be priced at a Residential Unit Sale Rate proposed by the Successful Proponent.</p> <p>10.2. Price Capped Units should only be sold to first time buyers.</p> <p>10.3. Price Capped Units must have basic finishing and facilities as per the Drawing and Guideline.</p>   |
| <p><b>11. Land Price (Cost of Development &amp; Sales Right)</b></p> | <p>11.1. The consideration for land price (development and sale right) shall be Land Price rate proposed by the Successful proponent.</p> <p>11.2. The Developer shall settle the value of land in terms of completed "Price Capped Housing Units" at the rates proposed by Successful Proponent (Exclusive of GST) per sqft of saleable floor area.</p>  |



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|                                     | <p>11.3. The Developer shall identify the units allocated to HDC as settlement for value of land and inform HDC before pre-sale approval.</p> <p>11.4. "Price Capped Housing units" to be allocated for HDC as settlement of consideration of Land Price (Development and Sale Right), shall not be booked or sold by the developer.</p> <p>11.5. If there is any difference in value while handing over developed units, it should be settled in cash within 7 days of unit handover.</p> <p>11.6. If the developer fails to handover residential units or settle the balance of land cost in cash to HDC as per the agreement and work schedule, the developer must pay delay damages to HDC as follows</p> <p>11.6.1. Penalty for residential area shall be 0.05% per day of the outstanding amount.</p>   |
| <b>12. Financing of the Project</b> | <p>12.1. The developer has to secure 100% finance for the project.</p> <p>12.2. The Mortgage for the Sale and Development rights can be granted as per HDC's mortgage policy.</p>   |
| <b>13. Parking</b>                  | <p>13.1. Parking has to be provided as per the planning guidelines of the land plot.</p> <p>13.2. Car parking spots can be sold to the tenants linked to the sale of units</p> <p>13.3. Developer cannot lease out parking spots. Any car parking spots unsold at the time completion of residential unit sale should be handed over to condominium society.</p> <p>13.4. Motorbike parking shall be allocated free of charge to each unit as per the planning guidelines.</p> <p>13.5. Any additional Motorbike parking spots can be sold to the tenants linked to the sale of units. Any Motorbike parking spot unsold at the time completion of residential unit sale should be handed over to condominium society.</p> <p>13.6. Developer should make allocation of car parking and motorbike parking spots to units to be reserved by HDC at the ratio as per the planning guidelines.</p> |
| <b>14. Time Line</b>                | <p>14.1. Detailed drawings have to be submitted for approval to HDC within 60 days of agreement signing. The detailed drawings</p>  |

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|   | <p>should be submitted in accordance with the drawings and guidelines.</p> <p>14.2. The development site will be handed over to the developer within 7 working days of detailed drawing approval.</p> <p>14.3. EIA has to be submitted to HDC within 30 days of detailed drawing approval if applicable by EPA.</p> <p>14.4. BOQ and the work schedule has to be submitted to HDC within 30 days of detailed drawing approval.</p> <p>14.5. Developer should mobilize the workforce within 30 days of site hand over.</p> <p>14.6. Construction period for the project shall be 18 months if Sale and Development Mortgage right is granted or 24 months for other financing models from the approval of the detailed drawings</p> <p>14.6.1. 20%, 50%, 75% civil work should be achieved on time as per the work schedule submitted</p> <p>14.7. Defects liability period of 12 months from handover of units to customers</p> |
| <p><b>15. Project Management Consultant</b></p> | <p>15.1. The developer shall appoint a independent and locally registered Project Management consultant for quality assurance of the building until completion of the construction and development.</p> <p>15.2. The Requirements, Duties and Responsibilities of the Project Management Consultant should in accordance with the drawings and guidelines.</p>  |
| <p><b>16. Sale of Housing Units</b></p>         | <p>16.1. The developer can sell the housing units to the individuals allowed under the Maldivian law and as per Clause 10.2</p> <p>16.2. Approval for pre-sale can be granted upon 20% of civil work completion</p> <p>16.3. Developer can start the marketing and promotion of the housing units after agreement signing</p> <p>16.4. A booking fee of maximum MVR 50,000 can be collected from the customers when booking, however this has to be part of the price of the housing unit.</p> <p>16.5. Any add-ons or upgrade of the housing unit can be brought only if the customer voluntarily requests for it, and it should be communicated in written form as per Annex 01. Customer</p>   |



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|  | <p>Consent Form and should be submitted to HDC along with sale documents.</p>  |
| <p><b>17. Duties and Obligations of Lessee</b></p> | <p>17.1. Detailed drawing has to be submitted for approval to HDC within 60 days of agreement signing.</p> <p>17.1.1. HDC must review and provide if any comments within 10 (ten) working days of submission of the detailed drawings by the developer.</p> <p>17.1.2. The developer must submit revised drawings, after adjusting for any and all comments made by HDC, within 14 calendar days or receipt of HDC's comments</p> <p>17.1.3. The developer will be allowed maximum of 2 opportunities to correct any comments made by HDC to the detail drawings.</p> <p>17.1.4. Revised detailed drawings cannot be submitted prior to receiving comments from HDC</p> <p>17.1.5. The detailed drawings should be submitted in accordance with the drawings and guidelines.</p> <p>17.1.6. The developer should reflect on the design guidance documents when preparing the drawings.</p> <p>17.2. Submit project plan and schedule timeline within 30 (thirty) calendar days from the date of approval of detailed drawings.</p> <p>17.3. EIA has to be submitted to HDC within 30 days of detailed drawing approval if applicable by EPA.</p> <p>17.4. BOQ and the work schedule has to be submitted to HDC within 30 days of detailed drawing approval.</p> <p>17.5. Developer should mobilize the workforce within 30 days of site hand over.</p> <p>17.6. Construction period for the project shall be 18 months if Sale and Development Mortgage right is granted or 24 months for other financing models from the approval of the detailed drawings.</p> <p>17.7. The developer has to secure 100% finance for the project</p> <p>17.8. Submit monthly progress report of the development project once the development site is mobilized. HDC shall have the right to publish the progress update to MyHulhumale' Properties website on timely manner.</p> |



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|   | <p>17.9. Comply with all the protocols, guidelines and regulations of the relevant authorities.</p> <p>17.10. Communicate and obtain approval from HDC for any changes to the structure of the buildings.</p> <p>17.11. The developer will have to address all issues highlighted in comments for drawing prior to submission of revised concept.</p> <p>17.12. If the developer fails to finalize the concept drawings within the period, the conditional offer will be cancelled.</p>   |
| <p><b>18. Duties and Obligation of the Lessor</b></p> | <p>15.1. The Lessor Must handover the development site to the developer within 7 (seven) working days of Detailed Drawing approval.</p> <p>15.2. The lessor must provide access to the land plot to the lessor for surveying, soil testing or for any other accepted request made by the lessee during the drawing's stages.</p> <p>15.3. The Lessor should not unreasonably withhold any approvals requested by the lessee in relation to the development and operation of the land</p> <p>15.3.1. HDC must review and provide if any comments within 10 (ten) working days of submission of the detailed drawings by the developer.</p> <p>15.4. The Lessor must release the Performance Guarantee upon successful completion of the development and commencement of operation by the lessee.</p>   |
| <p><b>16. Termination</b></p>                         | <p>16.1. Any party, after serving written notice to the defaulting party and (depending on the breach) providing a maximum of 30 (Thirty) calendar days to cure the stated breach, shall be entitled to terminate the Agreement by written notice at the end of the cure period, if the defaulting party is:</p> <p>16.1.1. in material breach of the Agreement or any Laws of the Republic of Maldives applicable to and affecting the performance of its obligations under the Agreement; or</p> <p>16.1.2. becomes bankrupt or insolvent, goes into liquidation, has a receiving or administrative order made against it, compounds its creditors, or carried on business under a receiver, trustee or manager for the benefit of its creditors, or if any is done or event occurs which has a similar effect to any of these acts or events (or any step is taken toward any of the foregoing).</p> |



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|  | <p>16.2. Notwithstanding the above, HDC may terminate the Agreement immediately, without any prior written notice if the Developer fails to submit the Detailed Drawings and Project Plan and Schedule</p> <p>16.3. Upon termination of the Agreement, the Developer shall remove its equipment, machinery and other movable assets from the construction site, and handover the site together with the infrastructure and immovable assets therein. HDC shall not be required to pay any compensation whatsoever under such circumstances.</p> |
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**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.



## ANNEX 1 – CUSTOMER CONSENT FORM

### Customer consent form to undertake upgrades to apartments with basic finishing

**Purpose:** The purpose of this form is to give consent to the developer to undertake upgrades to basic finishing works of the apartments sold under mid/affordable category of mix-use residential developments

Development and Sale agreement Number:

\_\_\_\_\_ *(this is the Development and Sale Right Agreement signed with HDC by Developer)*

|                    |  |
|--------------------|--|
| Plot Number:       | <i>This is the development plot number</i>                                 |
| Apartment Number:  | <i>The unit number given by the developer to the specific apartment</i>    |
| Type of Apartment: | <i>Typology of apartment. Exp 3BR or 2BR</i>                               |
| Apartment Size:    | <i>Apartment Size in Sq.ft</i>   |
| Base Price:        | <i>The base price should be as per the agreement Maximum price cap</i>     |
| Additional Cost:   | <i>The total cost of the requested upgrade. Details should be attached</i> |
| Final Price:       | <i>The final price with the upgrade</i>                                    |

#### Developer Details:

|                      |  |
|----------------------|--|
| Name                 |  |
| Registration Number: |  |
| Address:             |  |
| Contact Number:      |  |

#### Customer Details:

|                 |  |
|-----------------|--|
| Name:           |  |
| ID number:      |  |
| Address:        |  |
| Contact Number: |  |

#### Declaration

I [Customer Name] [Customer ID] fully understand that I am entitled to purchase the aforementioned apartment at the base price of [base price MVR] as per the agreement [agreement number] signed between the developer [Name] and HDC. I take this upgrade at my own will, without duress of any kind and fully understand the increase in price due to it.

|   |   |
|---|---|
| Customer Signatory <i>(fingerprint/ signature/ Stamp)</i> | Developer Signatory <i>(signature/ Stamp)</i> |
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#### Attachments

- The complete list of the upgrade with cost details for each
- Details of basic finishing in the apartment
- A copy of the ID card of Customer

