Secretariat of Addu City Council
Addu City, Maldives

EXPRESSION OF INTEREST (EOI) APPLICATION FORM

All parties interested in the development, sales and operation of mixed residential development, retail space, city hotel, public utility and entertainment center in Addu City Hithadhoo are required to submit this application form along with required documents.

1. COMPANY INFORMATION	
Company Name	
Company Registration Number	
Correspondence Address	
Registered Address	
Date of Incorporation	
Name of Representative	
Designation of Representative	
Contact No:	
Email Address	

2. COMPANY OPERATION	
Business Sector	
Details of Business / Work	
Completed Projects / Works / Previous Experience (If the available space is insufficient, you are welcome to append an additional document)	

3. PROPOSED PROJECT DETAILS	
Estimated Investment Value	
Description of the Proposed Development / Products and Service Offered (If the available space is insufficient, you are welcome to append an additional document)	
Proposed Business Type	☐ Foreign
	☐ Local
Method of Project Financing	☐ Equity Finance
	☐ External Finance
	☐ Other (Please Specify):

FOR OFFICE USE ONLY	
Nationality: Maldivian ☐ Foreign ☐	Form No:
Receipt No:	Date Issued:
Issued by (Name):	Signature:
Designation:	

4. REQUIRED DOCUMENTS

		Applicant	Council
	SECTION A: COMPANY INFORMATION		
1	Company Registration Certificate		
2	Company Profile		
3	Documents showing experience in field (i.e. project completion certificate, reference letter or any other relevant documents proving the experience in the field or similar business activities.)		
	SECTION B: FINANCIAL DOCUMENTS		
4	Audited Financial Statement of most recent 3 years for Companies and management account of the current year. (authorized by a certified audit firm / individual)		
5	any other document proving the financial strength of the developer/contractor		
	SECTION C: LEGAL DOCUMENTS		
6	For Company - Board Resolution of the Company confirming Board of Director's approval for proposed work.		
7	Power of Attorney to sign on behalf of the Party.		
8	In case Proposal is 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		
9	Due Clearance Form		
	SECTION D: EXPERIENCE		
10	Experience letters and documents		

6. SELECTION PROCESS.

STAGE 1 – DOCUMENT CHECK AND ELIGIBILITY

- Addu City Council will check and verify the documents required are submitted by the Applicant. Further the applicant shall be meet the criteria stated in the EOI Invitation to precede with the evaluation.

STAGE 2 – EVALUATION

- Applicants that fulfill the requirements in Stage 1 shall be evaluated.

STAGE 3 – APPROVAL

- Once the terms and condition has been accepted by Applicant's proposal and documents will be forwarded to Addu City Council's Management and Board of Directors for endorsement.

STAGE 4 – CONDITIONAL AWARD

- Once the Proponent is endorsed by Addu City Council, the commercial space will be conditionally awarded to Proponent subject to the fulfillment conditions stated in award letter in the given period of time.

STAGE 5 – CONTRACT SIGNING

- Promptly upon notification of the conditional award, Addu City Council shall send the successful Proponent the Agreement.
- Within 7 (seven) days of the success fulfillment of the obligation stipulated in conditional award letter, successful Proponent shall sign the Agreement with Addu City Council.
- Failure of the successful Proponent to fulfill the obligations in conditional award letter or sign the Agreement shall constitute sufficient grounds for the annulment of the conditional award.

FOR MORE INFORMATION CONTACT

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