

Ref. No: (IUL) MMPRC/1/2019/19

09th April 2019

INFORMATION SHEET **RENTING OFFICE SPACE**

1. BACKGROUND:

Maldives Marketing and Public Relations Corporation (MMPRC) is looking for a party to rent a space for office setup as per the requirements of MMPRC.

2. REQUIREMENTS:

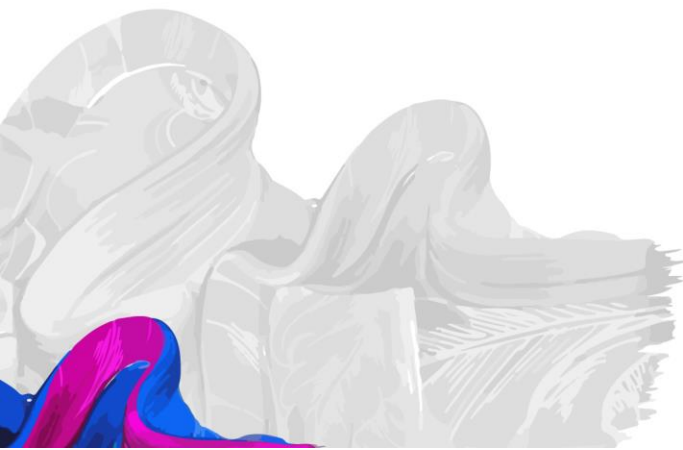
- 2.1. Area/ Floor size in Sq Ft. (minimum 3,000 SQFT)
- 2.2. Prime Location
- 2.3. Easy Access to the building
- 2.4. Minimum 02 toilets
- 2.5. The office space should be cleaned and painted before it is handed over to MMPRC
- 2.6. All parties should submit relevant and valid documents to support the above criteria.
- 2.7. Space should be handed over to MMPRC in the above mentioned conditions within 03 months of signing of the contract.

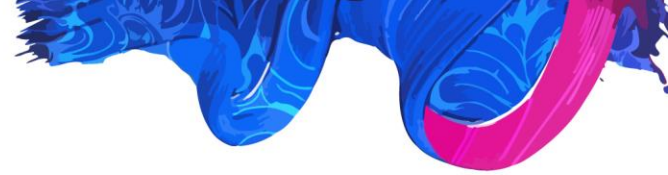
3. GUIDELINES & REQUIRED DOCUMENTS FOR SUBMISSION OF PROPOSALS:

3.1. Each submission should include the following:

3.1.1. If a Company:

- 3.1.1.1. Company Profile
- 3.1.1.2. Copy of Company Registration Certificate
- 3.1.1.3. Building Registration
- 3.1.1.4. Tax Registration Certificate
- 3.1.1.5. Building Floor Plan
- 3.1.1.6. If the bidder is subletting the building or floor, letter of permission from the building owner for the contract period.
- 3.1.1.7. Details of the available facilities





3.2. If an individual party:

- 3.2.1. Individual's national ID card copy
- 3.2.2. Building Registration
- 3.2.3. Building Floor Plan
- 3.2.4. If the bidder is subletting the building or floor, letter of permission from the building owner for the contract period.
- 3.2.5. Details of the available facilities

3.3. Advance and Rent

Submit the proposal along with the advance and rent payment amount and terms for renting the space. This should include a suggested payment schedule.

Marks will not be awarded for respective categories for the bids that are received with incomplete information.

4. EVALUATION CRITERIA:

4.1. BUDGET (40 MARKS):

- 4.1.1. Monthly Price (30 marks)
- 4.1.2. Advance Payment (10 marks)

4.2. LOCATION (30 MARKS):

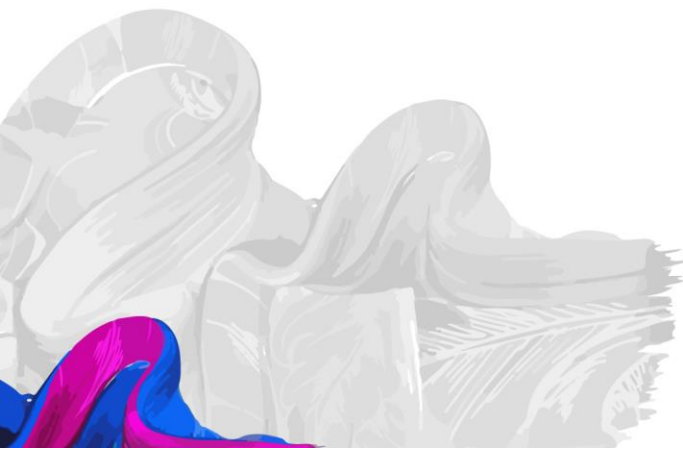
- 4.2.1. Maximum marks will be awarded for prime locations

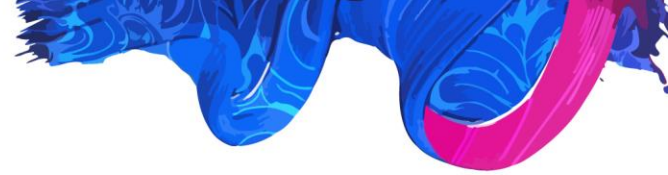
4.3. SIZE (15 MARKS):

- 4.3.1. Marks will be awarded on pro rata basis on the floor space area

4.4. FACILITIES (10 MARKS)

- 4.4.1. Minimum two separate toilets (4 marks)
- 4.4.2. Availability of Lift/Service Lift (3 marks)
- 4.4.3. Security System such as CCTV, etc. (3 marks)





4.5. RENT PERIOD (5 MARKS)

4.5.1. Prefer short term renting (3 to 5 years)

5. SUBMISSION DETAILS:

All proposals should be submitted on 23rd April 2019 at 1030 hours. Proposals must be a hard copy in an envelope properly sealed, labeled and addressed to:

“PROPOSAL FOR RENTING OFFICE SPACE”

Maldives Marketing & Public Relations Corporation
1st Floor, (Former Prosecutor General Office Building) Male', 20040, Rep. of Maldives

6. QUESTIONS:

For any inquiries please contact directed to Mr. Ibrahim Asim, Director at ib@visitmaldives.com or by phone +960 3323228

The deadline for questions is 22nd April 2019, 15:15 hours.

