

TO ORGANISE MALDIVES ROADSHOW, NORDIC REGION (HELSINKI, COPENHAGEN, OSLO AND STOCKHOLM) IN SEPTEMBER 2019

RFP Number: (IUL)MMPRC-PRO/PRIV/2019/46

## **REQUEST FOR PROPOSALS (RFP)**

**FOR THE PURPOSE OF HIRING AN AGENCY TO ORGANISE MALDIVES ROADSHOW, NORDIC REGION (HELSINKI, COPENHAGEN, OSLO AND STOCKHOLM) IN SEPTEMBER 2019**

**FOR**

**MALDIVES MARKETING AND PUBLIC RELATIONS CORPORATION  
H. ZONEYRIA, 2<sup>nd</sup> FLOOR, BODUTHAKURUFAANU MAGU, MALE', MALDIVES**

**2<sup>nd</sup> July 2019**

**REQUEST FOR PROPOSALS**

**1. TENDER PROCESS SCHEDULE**

1.1. The indicative schedule of the Tender Process to be conducted in accordance with this RFP is as set out herein below;

#	Event Description	Date, Time & Location
1	HIRING AN AGENCY TO ORGANISE MALDIVES ROADSHOW, NORDIC REGION (HELSINKI, COPENHAGEN, OSLO AND STOCKHOLM) IN SEPTEMBER 2019	16 <sup>th</sup> July 2019 (GMT 1500 Hours)

1.2. The above Tender Process Schedule is indicative and is subject to change at the sole discretion of MMPRC; and MMPRC shall not be responsible for any change in timelines in any manner whatsoever.

**2. INTRODUCTION**

2.1. The Maldives Marketing & Public Relations Corporation (MMPRC) is the national tourism office of Maldives responsible for carrying out promotional activities to become the most preferred island destination of the world under the slogan of “Maldives...the Sunny Side of Life”, whilst adhering to its mission to promote quality and sustainable growth in the local tourism industry to deliver long term economic, social and cultural benefits to the country.

2.2. The purpose of this Request for Proposal (RFP) is to identify a party to organise Maldives Roadshow, Nordic Region (Helsinki, Copenhagen, Oslo and Stockholm) in September 2019.

2.3. MMPRC reserves the right to, without limitation, without incurring any obligation or liability vis-à-vis any respondent and without expressing any cause or reason thereof, at any time before the Proposal Due Date and at its sole discretion, to amend RFP and/or the Tender Process including but not limited to the dates or other terms and conditions relating thereto, and/or suspend or cancel the Tender Process, and/or reject all of the Proposals.

2.4. MMPRC reserves the right to verify any or all statements made by a Respondent in response to the RFP to establish to its satisfaction about the Respondent’s capacity to perform.

2.5. A Respondent, including the respective member’s/ shareholders officers, employees, agents or its advisers shall not engage in collusion, anti-competitive conduct or any other similar conduct, in any form or manner, with any other person or in relation to.

2.6. The Respondent shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Proposal. The Respondent shall not have any commercial mutual benefits with other Respondent(s) submitting the Proposals on the date of submission of the Proposal.

2.7. This RFP does not bind MMPRC to a Respondent with respect to the subject matter of the RFP; and MMPRC shall not under any circumstances be responsible for any costs incurred by any Respondent, including the respective members’/ shareholders officers, employees, agents and advisers of the Respondent in participating in the Tender Process.

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- 2.8. The Respondent shall be responsible for all of the costs associated with the preparation of its Proposal and its participation in the Tender Process. MMPRC will not be responsible or in any way liable for any costs, expenses and charges incurred by any Respondent in connection with the preparation and submission of its Proposal or the Tender Process in any manner whatsoever, regardless of the conduct or outcome of the Tender Process including cancellation of the Tender Process by MMPRC.
- 2.9. Unless specifically stated otherwise in this RFP, all queries and communications in respect to the RFP or the Tender Process shall be addressed by any Respondent to MMPRC, by e-mail or in writing and shall be delivered in person, or by courier or by certified or registered mail, postage prepaid, at the address as set out hereunder, or such other address as may be informed by MMPRC from time to time;

Ms. Fathimath Raheel  
Director  
Maldives Marketing and Public Relations Corporation  
H. Zoneyria, 2<sup>nd</sup> Floor, Boduthakurufaanu Magu, Male'  
Republic of Maldives  
Telephone: +960 3323228  
Email: [raalu@visitmaldives.com](mailto:raalu@visitmaldives.com)  
[procurement@visitmaldives.com](mailto:procurement@visitmaldives.com)  
[info@visitmaldives.com](mailto:info@visitmaldives.com)

- 2.10. This RFP and all the entities participating in the Tender Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts at Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the RFP, Tender Process or any other aspect in relation thereto.

**3. SCOPE OF WORK:**

Main scope of the project is to organize Maldives roadshow, Nordic Region (Helsinki, Copenhagen, Oslo and Stockholm) in September 2019. The scope of work includes the following:

**3.1. Proposed a theme for the roadshow based on the below**

- 3.1.1. Based on your expert opinion, provide suggestion on selected cities (Helsinki, Copenhagen, Oslo and Stockholm) in regard to exposure, market performance and top travel agents.
- 3.1.2. Suggested Program
- *Registration*
  - *Presentations*
  - *Speed networking*
  - *Raffle draw*
  - *Closing/media interviews*
    - *2-3 top media interviews for each city*
  - *Standing banner (2 banners) should be printed as per the artwork provided by MMPRC*
  - *Dedicated table for every company with signage table*
  - *Should print the badges as per the artwork provided by MMPRC.*
- 3.1.3. **MMPRC will cover the following cost for 2 people from the winning party for four cities**
- 3.1.3.1. **Travel between cities (Helsinki, Copenhagen, Oslo and Stockholm)**
- 3.1.3.2. **Food and Accommodation**
- 3.1.4. Suggested logistical program including travel between cities and accommodation options
- 3.1.5. Details of 3.1.3 and 3.1.4 to be pre-approved by MMPRC

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3.2. **Venue Hire**

- 3.2.1. Submit at least **3 venue options for each city** including welcome drinks and canapés/dinner, *Venues relating to Maldives theme would be preferable*
- 3.2.2. Venue setup and decoration to create a Maldives ambience, artwork for banners and backdrops will be provided by MMPRC
- 3.2.3. Venues should reflect destinations image
- 3.2.4. Provide AV equipment such as projector, laptop, Mic, Sound, etc.

3.3. **Invitations Management**

- 3.3.1. Provide database of the most relevant Travel Agencies (minimum 100) and media (minimum 10)
- 3.3.2. Send the invitations on behalf of MMPRC and guarantee a good audience turn out (top 60-100 Travel agencies and 10 Media per city)
- 3.3.3. Artwork of the invitation will be provided by MMPRC

3.4. **Materials Coordination**

- 3.4.1. Should coordinate with the selected venue with regard to delivery of promotional materials to the venue on time.
- 3.4.2. **Costs for Customs clearance, transportation of materials to all the cities will be borne by MMPRC.**

3.5. **Should be familiar with the specified markets (Finland, Denmark, Norway and Sweden)**

- 3.5.1. should include a report documenting proof of extensive knowledge of specified markets including outbound travel, travel trade & media landscape, competitor analysis and economic outlook.

3.6. **Others**

- 3.6.1. Quality photos of the event should be shared with MMPRC

3.7. **Follow up**

- 3.7.1. Submit a follow up report to MMPRC within 5 working days after the conclusion of event including database of contacts, media clippings and links of articles published, suggestions on how to improve, feedback from agents, effectiveness of roadshow in promoting Maldives in the market.

3.8. All the arrangements should be in consultation with MMPRC and approved in advance.

4. **ELIGIBILITY CRITERIA**

4.1. Any Interested Party that meets the Eligibility Criteria may submit a Proposal.

- 4.1.1. The Bidder/Respondent shall be a registered company or partnership or a registered subsidiary of a parent company.
- 4.1.2. The Bidder/Respondent shall have minimum three years (3) of experience in a similar field.
- 4.1.3. Sound financial background.
- 4.1.4. All the documents specified in this RFP should be included in the proposal.

4.2. Each Bidder/Respondent shall examine the RFP carefully as it contains legal and business terms and other information, which each Respondent must review in order to submit a responsive Proposal.

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- 4.3. MMPRC will, to the extent necessary, where MMPRC may deem necessary, respond in writing to a Registered Party for any questions and concerns they may have regarding any element of the issued RFP; and the response by MMPRC, if any, where MMPRC may deem necessary, will also be communicated to all the Registered Parties that are eligible to submit Proposals.

5. PREPARATION AND SEALING OF THE PROPOSAL

- 5.1. Each Respondent shall submit a single proposal (options may be submitted)
- 5.2. All correspondence in connection with the Proposal and all accompanying documents, which are relevant to its examination, shall be written in **ENGLISH** language only.
- 5.3. All measurements shall be expressed in units of the metric system.
- 5.4. Each Proposal shall be accompanied by the following documents. Marks will be deducted for the documents not submitted as per the submission criteria
  - 5.4.1. Completed Cover Letter as provided in Appendix A;
  - 5.4.2. Each Bidder/Respondent shall state with clarity the type of business entity their Company is (E.g. Sole Proprietorship or Partnership or Corporation or a Subsidiary of a Parent Company etc.), and submit the relevant Registration Certificate and Tax Registration Certificate;
  - 5.4.3. If Bidder/Respondent is part of a Corporation or has a Parent Company, but has been legally incorporated independent of the Corporation or the Parent Company, the Bidder/Respondent shall submit a copy of their own Certificate of Incorporation and Tax Registration Certificate. If these certificates are in any other language, the Bidder/Respondent shall submit an English translation along with the proposal;
  - 5.4.4. A Profile of the Bidder/Respondent shall be submitted by the Bidder/Respondent inclusive of the organizational capacity and structure;
  - 5.4.5. Proof of Previous works and awards for similar projects shall be provided, including testimonials and contact details for references (at least three clients);
  - 5.4.6. The Venue proposed by the Bidder/Respondent shall be submitted, with detailed layout marking each area and drawings along with the proposal; and,
  - 5.4.7. **Contract Price, which shall include detailed cost breakdown for organizing the roadshow. All calculation and costing should be in USD (\$)**
  - 5.4.8. Each Bidder/Respondent should submit proof of financial capability by submitting a bank reference letter. This letter should be in bank letterhead with authorized signature and bank stamp should be on it. The Bidder/Respondent should have a minimum of 20 percent of the quoted price in their bank account and this should be also stated in the reference letter. Where the provided documents are in any other language, it shall be translated to English and sealed;
- 5.5. The Proposal shall be signed by the authorized signatory of the Respondent.
- 5.6. The Proposal shall contain no alterations, omissions or additions, except those to comply with instructions issued by MMPRC, or as necessary to correct errors made by the Respondent, in which case such corrections shall be initialed by the person or persons signing the Proposal.

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5.7. The Proposal shall be typed/ written and signed/ initialed in indelible ink and address as given below.

**“TO ORGANISE MALDIVES ROADSHOW, NORDIC REGION (HELSINKI, COPENHAGEN, OSLO AND STOCKHOLM) IN SEPTEMBER 2019”**

Maldives Marketing and Public Relations Corporation  
H. Zoneyria, 2<sup>nd</sup> Floor, Boduthakurufaanu Magu, Male'  
Republic of Maldives

Proposal sent from overseas should be email to the following email address.

E-mail: [procurement@visitmaldives.com](mailto:procurement@visitmaldives.com) and copied to  
[raalu@visitmaldives.com](mailto:raalu@visitmaldives.com), [info@visitmaldives.com](mailto:info@visitmaldives.com)

**6. SUBMISSION AND DISQUALIFICATION**

6.1. MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;

- 6.1.1. The Proposal is not accompanied by documents required to be submitted in accordance with this RFP;
- 6.1.2. The Proposal is not in the prescribed manner/format;
- 6.1.3. Failure to comply with the requirements of the RFP;
- 6.1.4. If the Proposal is not signed and marked as stipulated in the RFP or does not contain all the information as requested in the RFP or in the format as specified in the RFP;
- 6.1.5. If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information;
- 6.1.6. Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC;
- 6.1.7. Any Proposal that is received after the Proposal Due Date;
- 6.1.8. Pending, active, or previous legal action by/ against a Bidder/Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or
- 6.1.9. If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or MMPRC.

**7. SUBMISSION AND WITHDRAWAL OF PROPOSAL**

- 7.1. The Proposal, complete in all respect, must be received by MMPRC, in the manner and address, and no later than the date and time, as specified in the Tender Process Schedule.
- 7.2. Any Proposal received after the Proposal Due Date is liable to be rejected by MMPRC as non-responsive.
- 7.3. MMPRC may, at its discretion, extend the time line for submission of Proposals by issuing an Addendum, and also ask the Respondents to submit any further information, clarification or modification in their Proposals, in which case all rights and obligations of MMPRC and the Respondent, previously subject to the original time line and terms, will thereafter be subject to the extended time line and the amended terms and requirements.
- 7.4. The Respondents may withdraw at any time before the Proposal Due Date. The submission/ resubmission of any Proposal shall not be permitted after the Proposal Due Date.

**8. RECEIVAL OF PROPOSALS**

- 8.1. MMPRC will accept proposals received before the given deadline.
- 8.2. Each Bidder/Respondent shall send their proposal via post to the given addresses in this RFP
- 8.3. If a minimum of three separate Respondents have not submitted Proposal(s) by the Proposal Due Date, the Proposals submitted will be returned and the Tender Process shall be cancelled by MMPRC.

**9. EVALUATION PROCESS**

- 9.1. To assist in the examination, evaluation, and comparison of Proposals, MMPRC may, at its discretion, ask any Respondent for clarification of its Proposal. The request for clarification and the response shall be in writing, but no change in the price or substance of the Proposal shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Proposals.
- 9.2. From the Proposal Due Date until the issue of the Letter of Award, if any Respondent wishes to contact MMPRC on any matter related to the Proposal or the Tender Process, it should do so in writing.
- 9.3. Any effort on the part of the Respondents to influence MMPRC in the examination, evaluation, ranking of Proposals may result in the rejection of the respective Respondent's Proposal.
- 9.4. Prior to detailed evaluation of the Proposal, MMPRC will examine the Proposal to determine whether it is compliant, i.e. whether;
  - 9.4.1. The Proposal is complete in all respects with due authorization;
  - 9.4.2. The documents have been properly signed and provided in the prescribed Formats;
  - 9.4.3. The Proposal is responsive.
- 9.5. A responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation or reservation.
- 9.6. A material deviation or reservation is one:
  - 9.6.1. Which limits in any substantial way, MMPRC's rights or the Respondent's obligations; or
  - 9.6.2. The rectification of which would affect unfairly the competitive position of other Respondents presenting responsive Proposals.



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- 9.7. If a Proposal is not responsive and/or is incomplete, it will not be included for further consideration, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- 9.8. Proposals determined to be responsive will be checked by MPPRC for any arithmetic errors.
- 9.9. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 9.10. The discrepancy between the amounts in figures and in words will be adjusted by MPPRC with the concurrence of the Respondent, and shall be considered as binding upon the Respondent. If the Respondent does not accept the corrected amount, the Respondent's Proposal shall be rejected.
- 9.11. Proposals determined to be responsive, the arithmetic errors of which, if any, have been corrected, shall be evaluated and compared based on the Evaluation Criteria stated in this RFP.

10. EVALUATION CRITERIA

Responsive Proposals will be evaluated according to the following criteria;

Details	Marks
Contract Price: Management Fee (25 Marks) Total Costing Hosting the Event Excluding Management Fee (20 Marks)	45
Proof of Available Data Base: For more than 100 travel agencies (20 marks) For more than 10 Media (5 marks)	25
Familiarity with the specified markets	10
Past Experience	10
Company Profile	05
Financial Capability	05
<b>Total Score</b>	<b>100</b>

10.1.1. **Management Fee (25 Marks):** The Proposal proposing the lowest “Management Fee” shall receive a maximum score of Twenty-Five (25), and points will be allocated to other Proposals according to the following formula;

$$\frac{\text{Lowest "Management Fee" among the responsive Proposals}}{\text{"Management Fee" of the Proposal under consideration}} \times 25 = \text{The Score for "Management Fee" of the Proposal Under Consideration}$$

10.1.2. **Total Cost Hosting the Event Excluding Management Fee (20 Marks):** The Proposal proposing the lowest “Total Cost Hosting the Event Excluding Management Fee” shall receive a maximum score of Twenty (20), and points will be allocated to other Proposals according to the following formula;

$$\frac{\text{Lowest " Total Cost Hosting the Event Excluding Management Fee" among the responsive Proposals}}{\text{"Total Cost Hosting the Event Excluding Management Fee" of the Proposal under consideration}} \times 20 = \text{The Score for " Total Cost Hosting the Event Excluding Management Fee" of the Proposal Under Consideration}$$

10.1.3. **Proof of Available Database (25 Marks):** The Bidder/Contractor shall submit a proof of available database of travel agencies and media along with their proposal. Marks will be awarded to those who submit a list of top travel trade and media per city.

Number of contacts in database (travel agencies)	Maximum score of 20 Marks
No contacts in database (travel agencies)	0
50 to 99 travel agencies contacts in database	10
100 and above travel agencies contacts in database	20

Number of contacts in database (Media)	Maximum score of 5 Marks
No contacts in database (Media)	0
Less than 10 media contacts in database	2.5
10 and above media contacts in database	5

10.2. **Familiarity with the specified markets (Finland, Denmark, Norway and Sweden):** should include a report documenting proof of extensive knowledge of specified markets including outbound travel, travel trade & media landscape, competitor analysis and economic outlook. (10 marks)

10.1.3 **Past Experience:** where supporting documents (reference letter) have been provided to MMPRCs' satisfaction, points for experience with related works will be given as per the table provide below (10 Marks)

Number of contracts/projects of similar nature completed by the Respondent from 1 <sup>st</sup> January 2014 onwards	Maximum score of 10 Marks
No previous projects	0
Less than 3 projects with reference letter	5
3 and above projects with reference letter	10

10.1.4 **Company Profile:** Each bidder should submit a Profile of the Company, Company Registration Certificate and Tax Registration Certificate along with the proposal. If certificates are in other language, English translation should be provided. Translated documents should be attested from relevant authorities. (05 Marks)

10.1.5 **Financial Capability:** Each Bidder/Respondent should submit proof of financial capability by submitting a bank reference letter. This letter should be in bank letterhead with authorized signature and bank stamp should be on it. Letter should be translated if it is not in ENGLISH with authorized signature and bank stamp should be on it The Bidder/Respondent should have a minimum of 20 percent of the quoted price in their bank account and this should be also stated in the reference letter. Selected Bidder shall be financially capable to make any payment on behalf of MMPRC if required which will be reimbursed later. (5 marks)

**11 AWARD OF CONTRACT**

- 11.1 MMPRC will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive, and has the highest score (the “Selected Respondent”).
- 11.2 The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent’s address or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.
- 11.3 If the Selected Respondent fails to sign the Agreement within the period prescribed in the Letter of Award, MMPRC shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents, or annul the Tender Process.
- 11.4 MMPRC reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for MMPRC’s action.

*[END]*

**APPENDIX A  
COVER LETTER**

The Managing Director,  
Maldives Marketing and Public Relations Corporation  
H. Zoneyria, Boduthakurufaanu Magu, Male'  
Republic of Maldives

Dear Sir,

**Sub: Bid to hire an Agency to organise Maldives Roadshow, Nordic Region (Helsinki, Copenhagen, Oslo and Stockholm) in September 2019**

Having examined all the information provided, we the undersigned offer to organise Maldives Roadshow, Nordic Region (Helsinki, Copenhagen, Oslo and Stockholm) in September 2019.

We agree to undertake and complete the Works for a total sum of USD (\$) ..... (In words) USD (\$) ..... (In numbers). (The “Contract Price”) inclusive of all applicable taxes (including/Withholding Tax). A summary of the breakdown of the Contract Price is provided below;

Description	Tax (\$)	Total Price (\$)
<b><u>OPTION 1</u></b>		
Helsinki		
Copenhagen		
Oslo		
Stockholm		
Management Fee		
Total Cost of Hiring the Event Excluding Management Fee		
<b>Contract Price(\$)</b>		
<b><u>OPTION 2</u></b>		
Helsinki		
Copenhagen		
Oslo		
Stockholm		
Management Fee		
Total Cost of Hiring the Event Excluding Management Fee		
<b>Contract Price(\$)</b>		
<b><u>OPTION 3</u></b>		
Helsinki		
Copenhagen		
Oslo		
Stockholm		
Management Fee		
Total Cost of Hiring the Event Excluding Management Fee		
<b>Contract Price(\$)</b>		

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We undertake, if our Proposal is accepted, to complete the Works within the deadlines and as per the specifications provided by MMPRC. We have examined the RFP and have no reservations to the RFP Documents, including Addenda issued.

We are not insolvent, in receivership, bankrupt or being wound up. Our affairs are not being administered by a court or a judicial officer and our business activities are not being suspended and not the subject of legal proceedings for any of the foregoing.

Until a formal agreement is executed with MMPRC, this Proposal, together with written acceptance thereof and MMPRC's notification of award, shall constitute a binding contract if we are selected as the Successful Respondent.

*Date:* .....

*Name of the Bidder/Respondent:* .....

*Signature of the Authorized Person:* .....

*Name of the Authorized Person:* .....

*Company rubber stamp/seal*

.....

## APPENDIX B PAYMENT TERMS

As consideration for hire an Agency to organise Maldives Roadshow, Nordic Region (Helsinki, Copenhagen, Oslo and Stockholm) in September 2019, the Selected Respondent/Contractor shall be compensated in the manner provided below;

- The amount in USD (\$) paid for the venue hiring shall be transferred by MMPRC to the Selected Respondent/Contractor, within 10 working days after receiving the invoice along with receipts of venue hire payment made to the Hotels,
- Remaining Total Price quoted shall be transferred by MMPRC to the Selected Respondent/Contractor, within 10 working days after the end of the event.
- Days will start counting after MMPRC receives the invoice from the bidder.
- Any payment made on behalf MMPRC will be reimbursed once the invoice along with supporting documents are received.

### ADJUSTMENTS

- The Contract Price may only be adjusted by the parties as per the terms and conditions of the Agreement.
- In case the payment for advance booking or any other such advance payments to the venue, it should be paid by the Selected Respondent/Contractor on behalf of MMPRC. The Selected Respondent/Contractor should submit the invoice along with the supporting documents in, which will be reimbursed.

**APPENDIX C  
BUDGET BREAKDOWN**

<b>Budget Breakdown for Maldives Roadshow</b>		
<b>#</b>	<b>Details</b>	<b>Price (USD)</b>
<b>OPTION 1</b>		
1	Helsinki	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
2	Copenhagen	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
3	Oslo	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
4	Stockholm	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
<b>OPTION 2</b>		
1	Helsinki	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
2	Copenhagen	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
3	Oslo	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
4	Stockholm	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
<b>OPTION 3</b>		
1	Helsinki	
	Venue Hiring for 100 p people	
	Catering (Including technical equipment and decoration for 100 people)	
2	Copenhagen	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
3	Oslo	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
4	Stockholm	
	Venue Hiring for 100 people	
	Catering (Including technical equipment and decoration for 100 people)	
4	<b>Custom Clearance and Transport of Materials (For 4 Cities)</b>	
5	<b>PR related expenses (Travel, Food and Accommodation of 2 staffs of your company)</b>	
6	<b>Other Expenses (Please Specify)</b>	
<b>TOTAL</b>		



**APPENDIX D  
CHECKLIST**

#	Description	Page Number	Remark (✓)
1	Copy of Company Registration Certificate (If the Certificate is in any other language than ENGLISH, Translated documents should be attested from relevant authorities)		
2	Copy of Tax Registration Certificate (If the Certificate is in any other language than ENGLISH, Translated documents should be attested from relevant authorities )		
3	Proof of Past Experience (reference letters)		
4	Sound financial background (letter should be in bank letterhead with authorized signature and bank stamp should be on it. Bank balance should be mentioned)		
5	Management Fee (A detailed breakdown, with costs that included in the management fee) (All calculation and costing should be in USD (\$))		
6	Total cost hosting the event excluding management fee (A detailed breakdown, with costs that included) (All calculation and costing should be in USD (\$))		
7	Provide a database of the most relevant Travel Agencies and Media		
8	Familiarity with the specified markets		
8	Submit 3 venue options including welcome drinks and canapés/dinner, Venues		
9	Complete cover letter for 3 options (Appendix A)		