

Ref No: (IUL)MMPRC-PRO/1/2019/72

Date: 6th October 2019

INFORMATION SHEET

RENTING GODOWN SPACE

1. BACKGROUND:

Maldives Marketing and Public Relations Corporation (MMPRC) along with the Ministry of Tourism, and the Tourism Industry of Maldives, will host several events and participate in fairs and fair abroad throughout the year to increase the number of tourist arrival.

2. REQUIREMENTS:

We are looking to rent a space to use as godown to store our promotional materials and as well as other materials that needs to be stored for future use. In this regard we are looking for a godown with a floor area size between 1,200 to 1,500 square feet. Priority will be given to spaces with easy access and/or in ground floor.

The contract is to be awarded for a 5-year period depending on the possibility of extension on the same terms and conditions initially agreed by both the parties.

3. BID REGISTRATION

- 3.1. Each bidder should register their name before 1500 hours of 10th October 2019.
- 3.2. For registration each bidder should email their company/individual name, email address along with the contact details to the following;

Subject: Bid Registration for Renting Godown Space

Email: raalu@visitmaldives.com and copied to
procurement@visitmaldives.com

4. REQUIRED DOCUMENTS

- 4.1. Proposed Rent
- 4.2. Payment Terms (should submit a payment terms of the rent along with the Advance) preferable monthly.
- 4.3. For Individuals:
 - 4.3.1. Copy of National ID
 - 4.3.2. Copy of House Registration
 - 4.3.3. No Objection Letter (If the bidder is a second party)
- 4.4 For Companies:
 - 4.4.1 Copy of Registration Certificate
 - 4.4.2 Profile of the company
 - 4.4.3 Copy of Tax Registration Certificate
 - 4.4.4 Copy of Tax Clearance Certificate
 - 4.4.5 No Objection Letter (If the bidder is a second party)
- 4.5 Land owner ID card and proof document if the land is from a second party. (Premises Registry).
- 4.6 Floor Plan (Drawing) identifying the godown space

5. EVALUATION CRITERIA:

#	Description	Marks
1	Proposed Rent	50
2	Floor Level	25
3	Location	15
5	Payment Terms	5
4	Profile	5
Total		100

- 5.1. **Proposed Rent (50 marks):** The Proposal proposing the lowest “Rent” shall receive a maximum score of Fifty (50), and points will be allocated to other Proposals according to the following formula;

$$\frac{\text{Lowest "Rent per SQFT" among the responsive Proposals}}{\text{"Rent per SQFT of the Proposal under consideration"}} \times 50 = \text{The Score for "Rent per SQFT" of the Proposal Under Consideration}$$

- 5.2. **Floor Level (25 marks):** Marks will be allocated as per the below table;

#	Description	Marks
1	From ground floor	25
2	From First floor with lift service	20
3	From First floor with no lift service	15
4	Higher than first floor with lift services	10
	Higher than first floor with no lift services	05

5.3. **Location (15 marks):** Marks will be awarded as per the below table.

#	Description	Marks
1	Prime Location with easy Pickup accessible	15
2	Wide road with easy Pickup accessible	10
3	Other	05

5.4. **Payment Terms (05 marks):** The bidder should submit payment terms including the advance payment.

5.5. **Profile (05 marks):** The bidder should submit a profile of the company. In the profile the following information should be addressed;

5.5.1. **For Companies (05 marks)**

5.5.1.1. Company Profile (01 marks)

5.5.1.2. Copy of Registration Certificate (01 marks)

5.5.1.3. Copy of Tax Registration Certificate & Copy of Tax Clearance Certificate (01 marks)

5.5.1.4. No Objection Letter (If the bidder is second party) (01 marks)

5.5.1.5. Floor Plan (01 marks)

5.5.2. **For Individuals (05 marks)**

5.5.2.1. CV and ID Card copy (1 marks)

5.5.2.2. Copy of House Registry or No Objection Letter (If second party) (3 marks)

5.5.2.3. Floor Plan (1 marks)



1. SUBMISSION DETAILS:

All proposals should be submitted on 15th October 2019, 10:00 am. Proposals must be a hard copy in an envelope properly sealed, labeled and addressed to:

“PROPOSAL FOR RENTING GODOWN SPACE”
Maldives Marketing & Public Relations Corporation
2nd Floor, H. Zonaria, Boduthakurufaanu Magu,
Male’, 20096, Rep. of Maldives

2. QUESTIONS:

For any inquiries please contact directed to Ms. Fathimath Raheel, Director at raalu@visitmaldives.com or suhan@visitmaldives.com by phone +960 3323228

The deadline for questions is 14th October 2019, 1400 hours.