

TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT MATKA FAIR, HELSINKI, FINLAND FOR THE YEAR 2020

RFP Number: (IUL)MMPRC-PRO/MMPRC/2019/21

**REQUEST FOR PROPOSALS (RFP)**

**TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT THE MATKA FAIR,  
HELSINKI, FINLAND FOR THE YEAR 2020  
FOR**

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

**9<sup>th</sup> December 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	Deadline (Date and Time)
B	DESIGNING AND CONSTRUCTION OF MALDIVES STAND AT MATKA FAIR, HELSINKI, FINLAND FOR THE YEAR 2020	13 <sup>th</sup> December 2019, before 1500 hours (LOCAL TIME)

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 and marketing 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 design and construct the Maldives Stand at MATKA Fair for the year 2020. Interested parties are requested to submit a proposal to design the stand and the cost estimated to construct the stand for the year 2020.

2.3. The MATKA fair, Helsinki, Finland for the year 2020 is to be held at the following location;

Name of the Fair	MATKA 2020
Venue	Messukeskus,Helsinki, Finland
Stand Size	Maldives Stand Area: 60 sqm Stand dimension is 10m x 6m Stand number: 7d (Four side open)
Dates of the Fair	16-19 January 2020

2.4. 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.

- 2.5. 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.
- 2.6. 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.
- 2.7. 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.
- 2.8. 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.
- 2.9. 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.
- 2.10. 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, Procurement  
Maldives Marketing and Public Relations Corporation  
H. Zonaria, 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)

- 2.11. 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. ELIGIBILITY CRITERIA

- 3.1. Any Interested Party that meets the Eligibility Criteria may submit a proposal.
  - 3.1.1. The Bidder/Respondent shall be a registered company or partnership or a registered subsidiary of a parent company (Refer to 4.4.4, 4.4.5 & 9.1.4)
  - 3.1.2. The Bidder/Respondent shall have minimum three years (3) of experience in a similar field (Refer to 4.4.3 & 9.1.3)
  - 3.1.3. Sound financial background (Refer to 4.4.9 & 9.1.5). Selected Bidder shall be financially capable to make any payment on behalf of MMPRC if required, which will be reimbursed later.
  - 3.1.4. All the documents specified in this RFP should be included in the proposal
- 3.2. 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.
- 3.3. 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.

### 4. PREPARATION AND SEALING OF THE PROPOSAL

- 4.1. Each Respondent shall submit a single proposal (options may be submitted)
- 4.2. All correspondence in connection with the Proposal and all accompanying documents, which are relevant to its examination, shall be written in **ENGLISH** language only. Translation must be provided where the correspondences are in any other language.
- 4.3. All measurements shall be expressed in units of the metric system.
- 4.4. Each Proposal shall be accompanied by the following documents. Marks will be deducted for the documents not submitted as per the submission criteria.
  - 4.4.1. Completed Cover Letter as provided in Appendix B;
  - 4.4.2. Contract Price, which shall include detailed cost breakdown of designing and construction of the Stand for the year. All calculations and costing should be in US Dollars.
  - 4.4.3. Pictures of previous design and construction works and awards for similar projects shall be provided along with reference letters or emails of minimum 3 clients. The pictures provided should state the exhibition and the year the stand was designed and constructed.
  - 4.4.4. 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 & Tax Clearance document;
  - 4.4.5. 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;

- 4.4.6. A Profile of the Bidder/Respondent shall be submitted by the Bidder/Respondent inclusive of the organizational capacity and structure;
- 4.4.7. Stand design proposed by the Bidder/Respondent shall be submitted, with detailed layout marking each area and drawings from all angles (**AERIAL, FRONT and SIDE VIEWS**) as per the specification and scope provided by MMPRC in Appendix A of this RFP.
- 4.4.8. **Each bidder shall mark in the detail drawing the measurements of counters, storage and any other areas specified in the RFP; and**
- 4.4.9. Each Bidder/Respondent should submit proof of financial capability by submitting;
  - 4.4.9.1. Bank reference letter. This letter should be in bank letterhead with authorized signature or bank stamp. 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. Letter should be translated if it is not in ENGLISH with authorized signature or stamp of the bank.
  - Or**
  - 4.4.9.2. Last 3 months' bank statement on the bank letterhead with the authorised signature or the stamp. If the bank statement is in any other language, please provide a translation and the translation should have the seal or an authorised signature of the Bank. The Bidder/Respondent should have a minimum of 20 percent of the quoted price in their bank account.
- 4.5. The Proposal shall be signed by the authorized signatory of the Respondent.
- 4.6. 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.
- 4.7. The Proposal shall be typed/ written and signed/ initialed in indelible ink and address as given below.

**“TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT MATKA, HELSINKI, FINLAND FOR  
THE YEAR 2020**

Maldives Marketing and Public Relations Corporation  
H. Zonaria, 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)

## **5. SUBMISSION AND DISQUALIFICATION**

- 5.1. MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;
- 5.1.1. The Proposal is not accompanied by documents required to be submitted in accordance with this RFP;
  - 5.1.2. The Proposal is not in the prescribed manner/format;
  - 5.1.3. Failure to comply with the requirements of the RFP;
  - 5.1.4. 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;
  - 5.1.5. If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information;
  - 5.1.6. Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC;
  - 5.1.7. Any Proposal that is received after the Proposal Due Date;
  - 5.1.8. 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
  - 5.1.9. 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.

## **6. SUBMISSION AND WITHDRAWAL OF PROPOSAL**

- 6.1. 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.
- 6.2. Any Proposal received after the Proposal Due Date is liable to be rejected by MMPRC as non-responsive.
- 6.3. 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.
- 6.4. 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.

## **7. RECEIVAL OF PROPOSALS**

- 7.1. MMPRC will accept proposals received before the given deadline.
- 7.2. Each Bidder/Respondent shall send their proposal via e-mail or post to the given addresses in this RFP by the deadline.
- 7.3. If a minimum of three separate Respondents have not submitted Proposal(s) by the Proposal Due Date, the Tender Process shall be cancelled by MMPRC. Only applicable for the first announcement.

## **8. EVALUATION PROCESS**

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.
- 8.4. Prior to detailed evaluation of the Proposal, MMPRC will examine the Proposal to determine whether it is compliant, i.e. whether;
  - 8.4.1. The Proposal is complete in all respects with due authorization;
  - 8.4.2. The documents have been properly signed and provided in the prescribed Formats;
  - 8.4.3. The Proposal is responsive.
- 8.5. A responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation or reservation.
- 8.6. A material deviation or reservation is one:
  - 8.6.1. Which limits in any substantial way, MMPRC's rights or the Respondent's obligations; or
  - 8.6.2. The rectification of which would affect unfairly the competitive position of other Respondents presenting responsive Proposals.

- 8.7. 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.
- 8.8. Proposals determined to be responsive will be checked by MMPRC for any arithmetic errors.
- 8.9. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 8.10. The discrepancy between the amounts in figures and in words will be adjusted by MMPRC 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.
- 8.11. 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.



**9. EVALUATION CRITERIA**

Responsive Proposals will be evaluated according to the following criteria;

Details	Marks
Contract Price	45
Stand Design	40
Past Experience	05
Company Profile	05
Financial Capability	05
<b>Total Score</b>	<b>100</b>

9.1.1. **Contract Price (45 marks):** The Proposal proposing the lowest “Contract Price” shall receive a maximum score of Forty-Five (45), and points will be allocated to other Proposals according to the following formula;

$$\frac{\text{Lowest “Contract Price” among the responsive Proposals}}{\text{“Contract Price” of the Proposal under consideration}} \times 45 = \text{The Score for “Contract Price” of the Proposal Under Consideration}$$

9.1.2. **Stand Design (40 marks):** The designs will be evaluated and points will be given based on the scope and requirements set out in this RFP, and the Proposal with the best design as determined by the evaluation committee shall receive a maximum score of 40 marks.

The marks for the stand design will be evaluated based upon the following sub-criteria

9.1.2.1 **Attractiveness** of the overall design (8 Marks)

9.1.2.2 **Reflection of the destination in design:** Beauty, authenticity and usage of attractive images to show the USPs / experiences of Maldives. (8 Marks)

9.1.2.3 **Creativity:** The design should showcase the Maldives product in a creative manner using the latest technologies without forgoing or hindering any requirement set out in the RFP. (8 Marks)

9.1.2.4 **Meeting all the requirements mentioned in the scope and specification in Appendix A** (8 Marks)

9.1.2.5 **Photo Backdrop:** A wall or prominent area of the Stand that can be used as a photo backdrop. It should also be visible from outside and easily accessible from the main counter to passing by visitors. Maldives branding should be visible in this area. The purpose of this area is to attract visitors to Maldives Stand and take a picture and participate in the promotional social media campaign by sharing these pictures on social media. (2marks)

9.1.2.6 **Map of Maldives:** There should be a map of Maldives displayed in the Stand at a prominent location which is easily accessible to visitors. (2 Marks)

9.1.2.7 **Space Utilization:** All the requirement set forth in the Scope of Work should be fulfilled in an orderly manner and logically arranged. (4 Marks)

9.1.3. **Past Experience (5 marks):** where supporting document have been provided to MMPRCs' satisfaction, points for experience with related works will be given as mentioned below. Following are the supporting documents that are required;

- Reference Letters or emails of minimum 3 parties stating the contact details (2.5 marks)
- Pictures of Similar Past Projects: This should include name of the exhibition and the year of the event (2.5 marks)

9.1.4. **Company Profile (5 marks):** Each bidder should submit a Profile of the Company, Company Registration Certificate and Tax registration certificate & Tax Clearance document or dues clearance. In case if tax registration certificate is not available in bidder country, please provide an official document stating which type of tax registration is provided in the bidder country. If certificates are in other language, English translation should be provided.

9.1.5. **Financial Capability (5 marks):** Each Bidder/Respondent should submit proof of financial capability by submitting

- Bank reference letter. This letter should be in bank letterhead with authorized signature or bank stamp. 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. Letter should be translated if it is not in ENGLISH with authorized signature or stamp of the bank.

**Or**

- Last 3 months' bank statement on the bank letterhead with the authorised signature or the stamp. If the bank statement is in any other language, please provide a translation and the translation should have the seal or an authorised signature of the Bank. The Bidder/Respondent should have a minimum of 20 percent of the quoted price in their bank account.

**10. AWARD OF CONTRACT**

- 10.1. 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”).
- 10.2. 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.
- 10.3. 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.
- 10.4. 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**  
**SCOPE & SPECIFICATIONS**

**1. SCOPE OF WORK:**

- 1.1. Main scope of the project is to design a functional Stand for Maldives according to MMPRC's requirements (the "Stand"), and Construction of the Stand in accordance with the Regulations set by MATKA Fair organizers (Refer to organizer's official (matka.messukeskus.com)).
- 1.2. In addition, the scope of the works shall include;
  - 1.2.1. The construction of the Stand to agreed design proposal, and the construction of the Stand at the site provided to MMPRC by the MATKA Fair organizers for the year 2020;
  - 1.2.2. Complete construction and handover of the finished Stand on time for the MATKA Fair, at 1100hrs one day prior to the opening date allowing time for MMPRC officials to arrange materials and finalise the stand. In addition, stand should be cleaned and garbage should be cleared from the stand area.
  - 1.2.3. The dismantling of the Maldives Stand at the MATKA Fair for the year 2020 upon the handover of the site to the Selected Respondent/Contractor by MMPRC, at the end of the MATKA Fair for the year.

**2. CONCEPT FOR THE DESIGN PROPOSED BY THE BIDDER/RESPONDENT**

- 2.1. MATKA is the biggest travel industry event in Northern Europe and the Baltic region. It attracts both Finnish and international travel trade professionals like travel agents and tour operators as well as the general public interested in travelling. Annually the event is visited by about 50,000 consumers and almost 20,000 travel trade professionals.
- 2.2. The Stand concept and design should be presented in a contemporary design to attractively showcase the country's unique tourism product, whilst at the same time inspired by the element of luxury and usage of authentic Maldivian designs representing the unique features of the island destination.
- 2.3. The concept and design should strongly address the following points;
  - 2.3.1. Attractiveness of the overall design
  - 2.3.2. Reflection of the destination in design/ Beauty, authenticity and usage of attractive images to show the USPs / experiences of Maldives
  - 2.3.3. Creativity - The design should showcase the Maldives product in a creative manner using the latest technologies without foregoing or hindering any requirement set out in the RFP
  - 2.3.4. Meeting all the requirements mentioned in the Scope and Specifications in Appendix A
  - 2.3.5. Photo Backdrop - A wall or prominent area of the Stand that can be used as a photo backdrop. It should also be visible from outside and easily accessible from the main counter to passing by visitors. Maldives branding should be visible in this area. The purpose of this area is to attract visitors to Maldives Stand and take a picture and participate in the promotional social media campaign by sharing these pictures on social media.
  - 2.3.6. Map of Maldives - There should be a map of Maldives displayed in the Stand at a prominent location easily accessible to visitors.
  - 2.3.7. Space Utilization - All the requirement set forth in the Scope of Work should be fulfilled in an orderly manner and logically arranged.

### 3. STAND REQUIREMENTS

#### 3.1. Stand Space:

- Stand should have lockable counters, storage and a reception desk. The measurements given in specific areas should meet the criteria. Items with no specific measurements are left for designer's choice. All furniture/equipment requirements are stated under each item.

#### 3.2. Counters

- There has to be separate lockable counters around the Stand with the storing capacity for brochures and bags. However, there should be easy access into the Stand from all the sides.
- There should be between 20-22 counters. Counters should be as follows;
  - The width of the counter should be a minimum of **24 inches**.
  - The counters should have a height of **43 inches** from floor.
  - Should there be any structures/walls behind the counter then there should be a gap of **48 inches**.
  - The height of counter dividers should be **10 inches**.
  - Should display co-exhibitor names on the front of the counter.
  - Should include counter stools.
  - Should include UNIVERSAL ELECTRIC PLUG points in each counter.
  - Should include lockable drawers in each counter. Individual keys for each lock at the counter must be provided.

#### 3.3. Reception

- One reception desk with shelves and two lockable drawers should be included in the design.
- Furniture: 2 stool for the receptionists.
- Shall include UNIVERSAL ELECTRIC PLUG POINTS.

#### 3.4. Storage Room

- A lockable storage should be within the Stand to store promotional materials, should accommodate boxes and hand carry trolley luggage.
- Should include a lockable cupboard to store valuable materials.
- Should include Racks to keep brochures, bags and other promotional materials. The racks should be able to hold approximate weight of not less than 120kg.
- Should include electric plug points.
- Should have minimum 20 coat hangers with hooks and hangers.

#### 3.5. Meeting Area

- There should be minimum 6 meeting tables and each table should have 4 chairs.
- Shall include UNIVERSAL ELECTRIC PLUG POINTS for each table.

#### 3.6. Displays

- 3.6.1. Led Screen with USB port should be on display facing main entrance of the Stand. Led Screen should be of a size which can easily be accommodated to the stand.
- 3.6.2. Should provide adequate sound.
- 3.6.3. In addition to the above, relevant photos, decorative materials and equipment can be used in the design to enhance the quality of the stand.
- 3.6.4. Participation list should be displayed in vertical format in a plasma screen of 50" in a prominent location, ideally next to the main information counter.

3.7. **Stand Name**

- 3.7.1. Name of the Stand should be “Maldives” with the logo (Annex D) which should be visible from all sides. Maximum visibility of the stand name should be provided.
- 3.7.2. A hanging banner with the Maldives logo (As per Appendix D) visible from all the sides need to be placed above the stand.
- 3.7.3. Maldives branding (As per Appendix D) should be visible at prominent locations within the stand incorporated to the overall stand design.

3.8. **Additional Services**

- 3.8.1. Should provide a coffee machine (with sugar, milk, coffee capsule) with atleast 200 paper cups per days. (No single use plastic)
- 3.8.2. Should provide water dispenser(with water) with paper cups for the fair duration. (No single use plastic)
- 3.8.3. Should provide daily cleaning and garbage disposal services for the fair duration

**4. ADDITIONAL CONDITIONS AND REQUIREMENTS**

- 4.1. The design should be in conformity to the Maldives Stand concept and Design Requirement and Stand Building Regulations set by MATKA 2020 Fair organizers (Refer to organizer's official website )
- 4.2. It is the duty of the Selected Party to meet specific requirements of the MATKA Fair organizers, so that the Stand receives due recognition from the organizer and public
- 4.3. Additional services such as electricity, rigging, internet connections etc. needs to be ordered by the Selected Party (Contractor) on behalf of MMPRC (with prior approval) and billed to MMPRC
- 4.4. All documentations necessary for Stand design approval should be submitted by the Selected Party before the deadline specified by the MATKA Fair organizers
- 4.5. All the graphics shall be provided by MMPRC
- 4.6. The completed stand shall to be handed over to MMPRC 1 (One) day before the opening of the exhibition at 1100hrs.
- 4.7. Any cost which may arise outside of the above quotation shall be borne by the Selected Party.
- 4.8. Sufficient amount of lighting (where required) should be used when designing the Stand

**APPENDIX B**

**COVER LETTER**

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

Dear Sir,

**Sub: Proposal to design and construct the Maldives Stand at MATKA, Helsinki, Finland for the year 2020.**

Having examined all the information provided, we the undersigned offer to design and construct the Maldives Stand at MATKA for the year 2020 as per the requirements of the RFP (the "Works") as set out in this Proposal.

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

Year	Price excluding Tax (\$)	Tax (\$)	Total Price (\$) / Year
MATKA 2020			
<b>Added options should be included in this table</b>			
<b>Contract Price(\$)</b>			

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 C PAYMENT TERMS**

As consideration for the design and construction of the Maldives Stand at the MATKA Fair 2020 the Selected Respondent/Contractor shall be compensated in the manner provided below;

### **MATKA 2020**

- The amount in Dollar (\$) equivalent to 15% of the Total Price quoted for **MATKA 2020** shall be transferred by MMPRC to the Selected Respondent/Contractor, signing of this Agreement, within 15 working days and,
- The amount in Dollar (\$) equivalent to 35% of the Total Price quoted for **MATKA 2020** shall be transferred by MMPRC to the Selected Respondent/Contractor, after the starting of the Stand construction within 15 working days and,
- Remaining 50% of the Total Price quoted for **MATKA 2020** shall be transferred by MMPRC to the Selected Respondent/Contractor, after the end of the fair within 15 working days and,
- 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 rigging/electricity or any other such advance payments to the organizers, 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 D  
MALDIVES LOGO



**APPENDIX E  
CHECK LIST**

#	Description	Page Number	Remark (✓)
	<b>ELIGIBLE CRITERIA</b>		
1	<b>BUDGET</b>		
1.1	Details of budget breakdown		
2	<b>STAND REQUIREMENT</b>		
2.1	Between 20 to 22 counters		
2.2	One Reception		
2.3	Storage		
2.5	Minimu 6 meeting tables		
2.6	Stand Name		
2.6	Hanging Banner with Maldives Logo		
2.8	Led Screen		
2.9	Plasma 50”		
2.10	Photo Backdrop		
2.11	Map of Maldives		
3	<b>PAST EXPERIENCE</b>		
3.1	Reference Letters or emails of minimum 3 parties		
3.2	Pictures of Similar Past Projects, this should include name of the exhibition and the year of the event		
4	<b>COMPANY PROFILE</b>		
4.1	Profile of the company		
4.2	Company Registration Certificate ( If in any other language English translation should be provided)		
4.3	Company Tax Registration Certificate & tax Clearance document ( If in any other language English translation should be provided)		
5	<b>FINANCIAL CAPABILITY</b>		
5.1	Bank reference letter. This letter should be in bank letterhead with authorized signature or bank stamp. 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. Letter should be translated if it is not in ENGLISH with authorized signature or stamp of the bank.		
<b>OR</b>			
5.2	Last 3 months’ bank statement on the bank letterhead with the authorised signature or the stamp. If the bank statement is in any other language, please provide a translation and the translation should have the seal or an authorised signature of the Bank. The Bidder/Respondent should have a minimum of 20 percent of the quoted price in their bank account		



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