Ref Number: (IUL)MMPRC-PRO/MMPRC/2019/24

REQUEST FOR PROPOSAL (RFP)

FOR HOSTESS SERVICES DURING ITB 2020, BERLIN, GERMANY FROM 4th TO 8th MARCH 2020

FOR

MALDIVES MARKETING AND PUBLIC RELATIONS CORPORATION
2ND FLOOR, H. ZONARIA, MALE', REPUBLIC OF MALDIVES

23 December 2019

REQUEST FOR PROPOSALS

1. TENDER PROCESS SCHEDULE

#	EVENT DESCRIPTION	DEADLINE
1	HOSTESS SERVICES DURING ITB 2020, BERLIN, GERMANY FROM 04 TO 08 MARCH 2020	**6th January 2020, (1500 Hours, LOCAL TIME)**

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

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 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 hire a party to provide Hostess Services at ITB 2020, Berlin, Germany. Interested parties are requested to submit a proposal to provide Hostess Services at ITB 2020.

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 members/ 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.

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, Procurement
Maldives Marketing and Public Relations Corporation
2nd Floor, H. Zonaria, Boduthakurufaanu Magu, 20057, Male'
Republic of Maldives
Telephone: +960 3323228
Email: raalu@visitmaldives.com
procurement@visitmaldives.com
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. ELIGIBILITY CRITERIA

3.1. An Interested Party that purchases this RFP document and meeting 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 & 8.3)

3.1.2. The Bidder/Respondent shall have minimum three years (3) of experience in a similar field (Refer to 4.4.3 & 8.2)

3.1.3. Sound financial background (Refer to 4.4.7 & 8.4)

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. All calculation and costing should be in US Dollar.

4.4.3. Works and awards for similar projects shall be provided along with reference letters or emails of minimum 3 projects stating the contact details.

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. Each Bidder/Respondent should submit proof of financial capability by submitting the following and should be able to make the payments on behalf of MMPRC for the services or goods required during the process if necessary. These should be pre-approved by MMPRC and will be reimbursed once the invoice and proof of payment is submitted.

- 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.

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 addressed as given below.

"FOR HOSTESS SERVICES DURING ITB 2020, BERLIN, GERMANY
FROM 4 TO 8 MARCH 2020"

Maldives Marketing and Public Relations Corporation
H. Zonaria,2nd Floor, Boduthakurufaanu Magu, Male'
Republic of Maldives

Proposal sent from overseas should be email to the following email address.
E-mail: procurement@visitmaldives.com and copied to
raalu@visitmaldives.com
info@visitmaldives.com

5. SUBMISSION AND WITHDRAWAL OF PROPOSAL

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. RECIEVAL OF PROPOSALS

6.1. MMPRC will accept proposals received before the given deadline.

6.2. Each Bidder/Respondent shall send their proposal via e-mail or post to the given addresses in this RFP by the deadline.

6.3. 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.

7. EVALUATION PROCESS

7.1. 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.

7.2. 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.

7.3. 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.

7.4. Prior to detailed evaluation of the Proposal, MMPRC will examine the Proposal to determine whether it is compliant, i.e. whether;

7.4.1. The Proposal is complete in all respects with due authorization;

7.4.2. The documents have been properly signed and provided in the prescribed Formats;

7.4.3. The Proposal is responsive.

7.5. A responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation or reservation.

7.6. A material deviation or reservation is one:

7.6.1. Which limits in any substantial way, MMPRC's rights or the Respondent's obligations; or

7.6.2. The rectification of which would affect unfairly the competitive position of other Respondents presenting responsive Proposals.

7.7. 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.

7.8. Proposals determined to be responsive will be checked by MMPRC for any arithmetic errors.

7.9. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

7.10. 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.

7.11. 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.

8. EVALUATION CRITERIA

Responsive Proposals will be evaluated according to the following criteria;

Contract Price	50
Past Experience	30
Company Profile	10
Financial Capability	10
Total Score	**100**

8.1. **Contract Price:** The bidder proposing the lowest "Contract Price" shall receive a maximum mark of Fifty (50), and for remaining proposals marks will be allocated on pro rata basis

8.2. **Past Experience (30 marks:** The bidder should submit reference Letters or emails of 3 similar past projects along with contact details. Letters / emails should contain the contact details for further reference. Full marks will be awarded to bidder/respondent who have submitted the supporting documents to MMPRC's satisfaction.

8.3. **Company Profile (10 marks):** Each bidder should submit a Profile of the Company, Company Registration Certificate & Tax Clearance document or dues clearance. If certificates are in other language, English translation should be provided.

8.4. **Financial Capability:** Each Bidder/Respondent should submit proof of financial capability by submitting the following and should be able to make the payments on behalf of MMPRC for the services or goods required if necessary. These should be pre-approved by MMPRC and will be reimbursed once the invoice and proof of payment is submitted.

- 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 authorized 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 authorized signature of the Bank. The Bidder/Respondent should have a minimum of 20 percent of the quoted price in their bank account.

9. AWARD OF CONTRACT

9.1. 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").

9.2. 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.

9.3. 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.

9.4. 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. Scope of the project is to hire a party to provide "Hostess Services" during ITB 2020, Berlin, Germany from 04 to 8 March 2020 according to the requirement of MMPRC;

1.1.1. To handle all the catering related work at the Maldives, stand during ITB 2020. This includes and is not limited to serve coffee and drinks to the meetings, washing, cleaning and managing the kitchen area.

1.1.2. Attire should be presentable.

1.1.3. Handling above work as directed by MMPRC officials at stand.

1.2. A total of 8 (Eight) hostess are required as follows;

1.2.1. Eight (8) hostess are required to work at the stand from 4 to 6 March 2020, between 0900 hours to 1700 hours

1.2.2. Three (3) hostess are required to work at the stand from 7 to 8 March 2020, between 0900 to 1700 hours

1.3 The quoted project price should include all the works mentioned in the "Scope of Work" and no additional payment should be charged to MMPRC.

APPENDIX B
COVER LETTER

The Managing Director,
Maldives Marketing and Public Relations Corporation
2nd Floor, H.Zonaria, Boduthakurufaanu Magu
Republic of Maldives

Dear Sir,

Sub: Proposal for Hostess Services During ITB 2020, Berlin, Germany from 4 To 8 March 2020

Having examined all the information provided, we the undersigned offer to provide Hostess Services during ITB 2020, Berlin, Germany from 4 to 8 March 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 ..... *(In words)* USD ($) ..... (In letters) (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**($) / **Year**
Hostess Services for 2020			
		Contract Price($)	

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: .....

Signature of the Authorized Person: .....
Name of the Authorized Person: .....
Company rubber stamp/seal

.....

APPENDIX C
PAYMENT TERMS

As consideration for providing Hostess Services at ITB 2020, Berlin, Germany, the Selected Respondent/Contractor shall be compensated in the manner provided below;

1. HOSTESS SERVICES AT ITB 2020

1.1. The amount in USD equivalent to **15%** of the Total Price quoted for the **Hostess Services** shall be transferred by MMPRC to the Selected Respondent/Contractor, **within 15 days** of signing this Agreement, and,

1.2. The amount in USD equivalent to 35% of the Total Price quoted for **Hostess Services** shall be transferred by MMPRC to the Selected Respondent/Contractor, after the starting of the fair within 15 working days and,

1.3. The remaining **50%** of the Total Price quoted for **Hostess Services** shall be transferred by MMPRC to the Selected Respondent/Contractor, **within 15 days**, of finishing the event.

1.4. Any cost which may arise outside of the above quotation shall be borne by the Selected Respondent / Contractor.

1.5. Days will start counting after MMPRC receives the invoice from the bidder

1.6. 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.

APPENDIX D
CHECKLIST

#	Description	Page Number	Remark (✓)
1	**CHECKLIST**		
1.1	Cover Letter		
1.2	Company Profile		
1.3	Proof of Past Experience		
1.4	Details of budget breakdown (Contract Fee and Other Costs breakdown)		
1.5	Required documents (Registration and Tax Certificate)		
1.6	Financial Capability		