

TO ORGANISE VISIT MALDIVES TRAVEL EXPO 2020, BANGKOK, THAILAND FROM 3-5 JULY 2020

RFP Number: (IUL)MMPRC-PRO/MMPRC/2020/14

REQUEST FOR PROPOSALS (RFP)

**FOR THE PURPOSE OF HIRING AN EVENT ORGANISER TO ORGANISE VISIT MALDIVES
TRAVEL EXPO, BANGKOK, THAILAND IN JULY 2020**

FOR

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

9th March 2020

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	For the purpose of hiring an event organizer to organize Visit Maldives Travel Expo (VMTE), Bangkok, Thailand (3 - 5 July 2020)	9 th April 2020, before 1500 hours (Maldives 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 organise Visit Maldives Travel Expo, Bangkok, Thailand in July 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 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.

- 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
H. Zoneyria, 2nd Floor, Boduthakurufaanu Magu, Male'
Republic of Maldives
Telephone: +960 3323228
Email: raalu@visitmaldives.com
procurement@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:

Visit Maldives Travel Expo is a platform to showcase the Maldives tourism product to the travel trade and the consumers. The objective of the event is to increase the number of tourist arrivals from Thailand and South East Asia to the Maldives and create awareness of the destination. The Expo will be held at different countries each year.

The first VMTE was organized by MMPRC jointly with Air Asia and it was held in Putra Jaya, Malaysia. The target was to increase the number of Malaysian travelling to Maldives through the networking sessions held between the industry partners and the Malaysian Travel trade and consumers.

The 2nd edition of VMTE is to be held in Bangkok, Thailand from 3rd to 5th July 2020. This expo includes a B2B evening along with a B2C event. Cultural Performances, Fashion Show, Maldivian Food experience are some activities that will take place during the expo.

Main scope of the project is to organize Visit Maldives Travel Expo, Bangkok, Thailand in July 2020.

The scope of the work has 3 parts which is;

- A) identifying a suitable location to hold the Expo,
- B) organizing, managing B2C event and dismantling, and
- C) organizing a B2B event.

The Scope of Work includes the following:

3.1. Identify a location

Bidders should propose a central location/s like a shopping mall, to have the Expo. The location should be a place where lot of people visit on a daily basis and should have easy access.

3.2. B2C Event Setup and Management

The Event Organizer is required to make the arrangements for the setup, manage the B2C event and dismantling of the setup. In this regard, Event Organizer is required to setup the venue as per the below mentioned requirements.

In addition to the setup and management, the Event Organizer is required to submit a “Promotional Plan” on how the event can be promoted before and during the event. The plan should include the following.

- Promotional activities prior to the expo
- Promotional activities that can take place during the expo period at the location

During the B2C event, participants of the expo 2020 will promote the Maldives as a tourist destination. For this meeting tables are required for the participants and it should be arranged in a practical manner where people can easily access. In addition, cultural performance, a fashion show, photo exhibition and food tasting activities will be taking place. Hence, an area for these activities will need to be incorporated in the setup and layout.

The concept and design should be presented 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.

The concept and design should strongly address the following;

- Attractiveness of the overall design
- Reflection of the destination in design/ beauty, authenticity and usage of attractive images to show the USPs / experiences of Maldives
- Creativity - The design should showcase the Maldives product in a creative manner using the latest technologies without hindering any requirement set out in the RFP
- Space Utilization - All the requirements set forth in the Scope of Work should be fulfilled in an orderly manner and logically arranged.

Following are the requirements of the B2C event setup;

The area should have meeting tables for the co-exhibitors with co-branding, storage, changing room 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.

A. Meeting table for the co-exhibitors

- There has to be separate meeting table around the area for each co-exhibitor.
- Meeting tables will be used to conduct meeting and to give information to the visitors.
- Meeting tables should have a storage space for brochures and bags.
- There should be **between 20-30 meeting tables**.
- This should be co-branded with co-exhibitor name and logo.
- Should include chairs
- Should have easy access to plug points to recharge laptops/ipads/mobiles
- Should include lockable drawers in each meeting table.

B. Reception

- One reception desk with shelves and two lockable drawers for storage of materials should be included
- Furniture: 2 stool
- Should have easy access to plug points to recharge laptops/ipads/mobiles

C. Performance Area

- This should be an area which can be used as a performance area and for the fashion show.
- There should be a stage for the performances, a ramp/runway for the fashion show and should be able to use for presentations.
- Should provide necessary equipment for sound and lighting for the performances, fashion show and presentations.
- There should be LED screen at the stage to showcase the videos or any other video footages. The LED screen width should have the same size as the stage.
- Should provide necessary equipment's for a presentation setup
- Should provide an MC to interact with the crowd during the event time.

D. Storage Room

- There should be a storage room preferably behind the stage.
- This area should be divided into a store room and a changing room.
- Changing room should be lockable and should have full length mirror.
- Store room should be lockable and should be able 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.

E. Photo Backdrop

- A wall or prominent area need to be identified that can be used as a photo backdrop. Should be a visually eye catching backdrop which is "instagrammable". It should also be easily accessible to the people. Maldives branding should be visible in this area. The purpose of this area is to attract visitors to the event and take a picture and participate in the promotional social media campaign by sharing these pictures on social media.

F. Map of Maldives

- There should be a map of Maldives displayed at a prominent location and easily accessible to visitors.

G. An Interactive Area for display of local cuisine

- A food cart should be placed in this area; the food cart can be designed as a "Dhoani" which is a traditional boat used in the Maldives
- Shall be designed to showcase the various delicacies of the Maldives. Visitors should be able to reach this area without any difficulty to taste the food.

H. Environment Awareness Exhibition Area

- There should be area for a photographer to display the photos.
- The size of this area should be 30 x 30feet.
- Should have 4 walls, 10 partitions and one table
- Visitors should be able to reach this area without any difficulty.

I. Maldives Branding

- Participation list should be displayed in vertical format in a plasma screen of 50" in a prominent location, ideally next to the reception desk.
- Name of the destination should be "Maldives" with the logo (As per Appendix D) which should be visible. Maximum brand visibility should be done using pop-up banners, hanging banners, arch gate, etc.
- Maldives branding should be visible at prominent locations around the event area.

J. Additional Services and Requirements

- Should provide a coffee machine (with sugar, milk, coffee capsules) with at least 200 paper cups per days. (No single use plastic)
- Should provide water dispenser (with water) with paper cups for the fair duration. (No single use plastic)
- The set up for coffee machine and water dispenser should be placed in the store room. This should not limit the storage of the materials.
- Should provide daily cleaning and garbage disposal services for the expo duration.
- All the necessary permits with regard to setup and dismantling should be taken by the Selected party.
- Additional services such as electricity, internet connections etc. needs to be ordered by the Selected Party on behalf of MMPRC (with prior approval)
- All the graphics shall be provided by MMPRC
- The completed setup shall be handed over to MMPRC 24 hours before the opening of the expo.
- Any cost which may arise outside of the above quotation shall be borne by the Selected Party.
- Sufficient amount of lighting (where required) should be used.
- The price quoted by the bidder should include all the aforementioned requirements. MMPRC should not be borne to pay any additional charge.

3.3. Organize a B2B event

In addition to identifying a suitable location and arranging the set up and managing the B2C event, the Event Organizer will need to organize a B2B event targeting the travel trade of Thailand for 100 pax. The event will take place on the first day of the expo and this event should start during the evening.

In this regard the selected party should propose venue/s and organize the whole event. The proposed venue for the event should be a place closer to the expo location and should be ideal to have such an event.

The following are the requirements for the B2B event and should submit documents accordingly.

A. Should propose a theme for the B2B event based on the tentative program provide below;

- Registration
- Destination Presentation
- Speed networking
- Raffle draw
- Closing/media interviews
- Traditional dance performances
- Dinner
- Should provide a DJ to entertain the event.

B. Venue Hire

- Should submit venue options

C. Cost Breakdown

- Welcome drinks and canapés (should submit options)
- Dinner (menu options should be submitted)
- Venue setup and decoration to create a Maldives ambience
- Provide AV equipment such as projector, laptop, Mic, Sound, etc.
- Should provide a DJ to entertain the event.
- All artwork for banners and backdrops and other graphics should be pre-approved by MMPRC.

D. Invitations Management

- Provide database of the most relevant Travel Trade and Media (database should be submitted with the proposal)

- Send the invitations on behalf of MMPRC and guarantee a good audience turn out (top 60 Travel agencies and Media)
- Artwork of the invitation will be provided by MMPRC

E. Should be familiar with Thailand Market and Familiar with Maldives as a Tourist Destination

Should include a report documenting proof of extensive knowledge of Thailand market including outbound travel, travel trade & media landscape, competitor analysis and economic outlook. Also, should submit a report that shows the bidders understanding of the Maldives as a tourist destination.

3.4 Follow up

The selected party is required to submit full report on the events within 10 working days after the event including database of contacts. IN additional to the report photos and videos should also be submitted along with the report.

3.5 Materials Coordination

The selected party should coordinate with MMPRC with regard to delivery of promotional materials to the expo venue and B2B event venue on time.

Costs for Customs clearance, transportation of materials to the venue will be borne by MMPRC.

3.6 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. Cover letter indicating the interest to organize the event and the price. (As per Annex A)

4.1.2. The Bidder/Respondent shall be a registered company or partnership or a registered subsidiary of a parent company.

4.1.3. The Bidder/Respondent shall have minimum three years (3) of experience in a similar field.

4.1.4. Sound financial background. Selected Bidder shall be financially capable to make any payment on behalf of MMPRC if required, which will be reimbursed.

4.1.5. 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.

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. Attested translation must be provided where the correspondences are in any other language.
- 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
- a) Cover Letter (**MANDATORY**)
 - b) Contract Price, which shall include detailed cost breakdown for organizing the event. The budget breakdown should include details for;
 - venue hire
 - setup and management of B2C event
 - organisation and management of B2B event.

All calculation and costing should be in USD (\$).

- c) Each Bidder/Respondent shall state with clarity the type of business entity their Company is (E.g. Partnership or Company or a Subsidiary of a Parent Company etc.), and submit the relevant Registration Certificate and Tax Registration & Tax Clearance document; **In case if tax registration document 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 and should be attested.**
- d) If Bidder/Respondent is part of a Company or has a Parent Company, but has been legally incorporated independent of the Company or the Parent Company, the Bidder/Respondent shall submit a copy of their own Certificate of Incorporation and Tax Registration Certificate. **If certificates are in other language, English translation should be provided and should be attested;**
- e) A Profile of the Bidder/Respondent shall be submitted by the Bidder/Respondent inclusive of the organizational capacity and structure;
- f) Pictures of Previous works and awards for similar projects shall be provided along with reference letters or emails of minimum 3 projects. The pictures provided should be of the same reference letters or emails submitted and should state the name of the fair and year. The Letter or the email should contain the contact details for further reference.
- g) **Proposed locations for the B2C event.**
- h) **B2C setup proposed by the Bidder/Respondent for each proposed venue shall be submitted by the 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 Clause 3.2 of this RFP.**
- i) **Each bidder shall mark in the detail drawing the measurements of meeting table area, meeting room, storage, kitchen, performance area and any other areas specified in the RFP; and**
- j) **Should submit all the documents mentioned for the B2B event as per Clause 3.3 of this RFP.**

k) 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.

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.

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

**“TO HIRE AN EVENT ORGANISER TO ORGANISE VISIT MALDIVES TRAVEL EXPO,
BANGKOK, THAILAND IN JULY 2020
”**

Maldives Marketing and Public Relations Corporation
H. Zoneyria, 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

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 proposed design does not reflect the destination brand for the target audience of the exhibition and is practically not suitable for usage.

- 6.1.5. 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;
- 6.1.6. If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information;
- 6.1.7. Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC;
- 6.1.8. Any Proposal that is received after the Proposal Due Date;
- 6.1.9. 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
- 6.1.10. 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 e-mail or post to the given addresses in this RFP by the deadline.
- 8.3. 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.

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. MMPRC has the discretion to disqualify the proposal if the respondent fails to respond within the requested timeline for any clarification.

- 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;
- a) The Proposal is complete in all respects with due authorization;
 - b) The documents have been properly signed and provided in the prescribed Formats;
 - c) 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:
- a) Which limits in any substantial way, MMPRC's rights or the Respondent's obligations; or
 - b) The rectification of which would affect unfairly the competitive position of other Respondents presenting responsive Proposals.
- 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 MMPRC 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 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.
- 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	25
Location / Venue	10
Design Concept for B2C Event & B2B Event	20
Promotion / Media Plan (B2C)	20
Proof of Available Data Base:	5
Familiarity with Thai market and familiarity of Maldives as Tourist Destination	5
Past Experience	5
Company Profile	5
Financial Capability	5
Total Score	100

10.1 Contract Price (25 marks): The bidder proposing the lowest “Contract Price” shall receive a maximum mark of Twenty-Five (25), and for remaining proposals marks will be allocated on pro rata basis.

10.2 Location / Venue (10 marks): Marks will be allocated based on the suitable location required by MMPRC.

10.3 Design for B2C Event & B2B Event (20 marks): The Bidder that proposes the design which reflects the destination and proposes a logical arrangement shall get the highest marks.

Promotion and Media Plan (20 marks): The bidder should submit a “Promotional Plan” on how the event can be promoted before and during the event. The plan should include the following.

- Promotional activities prior to the expo
- Promotional activities that can take place during the expo period at the location

10.4 Proof of Available Database (5 marks): The Bidder 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.

10.5 Familiarity with Thailand markets and familiarity of Maldives as Tourist Destination (5 marks): should include a report documenting proof of extensive knowledge of specified markets including outbound travel, travel trade & media landscape, competitor analysis and economic outlook. Also, should submit a report that shows the bidders understanding of the Maldives as a tourist destination.

10.6 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. If the Bidder/respondent has work with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted. Following are the supporting documents that are required;

- Reference Letters or emails of minimum 3 similar projects and photos of the same projects. The letter should state the work carried out by the party and should include contact details.

- Pictures of Similar Past Projects: This should be the pictures of the reference provided and should include name of the exhibition and the year of the event

10.7 Company Profile (5 marks): Each bidder should submit a Profile of the Company, Company Registration Certificate and Tax registration document & Tax Clearance document or dues clearance. **In case if tax registration document 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, Attested English translation should be provided.**

10.8 Financial Capability (5 marks): 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 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.

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]

**ANNEX A
COVER LETTER (MANDATORY)**

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

Dear Sir,

Sub: Proposal to organise Visit Maldives Travel Expo 2020, Bangkok, Thailand from 3-5 July 2020

Having examined all the information provided, we the undersigned offer to organise Visit Maldives Travel Expo 2020, Bangkok, Thailand from 3-5 July 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 breakdown of the Contract Price is provided below;

Year	Price excluding Tax (\$)	Tax (\$)	Total Price (\$) / Year
to organise Visit Maldives Travel Expo 2020, Bangkok, Thailand from 3-5 July 2020			
Added options should be included in this table			
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/Respondent:
 Signature of the Authorized Person:
 Name of the Authorized Person:
 Company rubber stamp/seal

.....

ANNEX B PAYMENT TERMS

As consideration for hire an Agency to organise Visit Maldives Travel Expo 2020, the Selected Respondent/Contractor shall be compensated in the manner provided below;

VISIT MALDIVES TRAVEL EXPO 2020

1. The amount in Dollar (\$) equivalent to 15% of the Total Price quoted for **VISIT MALDIVES TRAVEL EXPO 2020** shall be transferred by MMPRC to the Selected Respondent/Contractor, signing of this Agreement, within 15 working days and,
2. The amount in Dollar (\$) equivalent to 35% of the Total Price quoted for **VISIT MALDIVES TRAVEL EXPO 2020** shall be transferred by MMPRC to the Selected Respondent/Contractor, after the starting of the B2C setup within 15 working days and,
3. Remaining 50% of the Total Price quoted for **VISIT MALDIVES TRAVEL EXPO 2020** shall be transferred by MMPRC to the Selected Respondent/Contractor, after the end of the fair within 15 working days and,
4. 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. These payments should be pre-approved by MMPRC.

**ANNEX C
CHECKLIST**

#	Description	Page Number	Remark (✓)
1	COVER LETTER AS PER ANNEX A (MANDATORY)		
2	BUDGET BREAKDOWN		
3	LOCATION OPTIONS		
4	B2C EVENT SET UP ARRANGEMENT		
4.1	MEETING TABLES (20-30)		
4.2	RECEPTION		
4.3	PERFORMANCE AREA		
4.4	STORAGE ROOM		
4.5	PHOTO BACKDROP		
4.6	MAP OF MALDIVES		
4.7	AN INTERACTIVE AREA FOR LOCAL CUISINE		
4.8	ENVIRONMENT AWARENESS EXHIBITION AREA		
4.9	MALDIVES BRANDING		
4.10	ADDITIONAL SERVICES		
5	PROOF OF AVAILABLE DATA BASE		
6	FAMILIARITY WITH THAILAND MARKETS		
7	PAST EXPERIENCE		
8	COMPANY PROFILE		
9	FINANCIAL CAPABILITY		

APPENDIX D
MALDIVES LOGO

