



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

**REQUEST FOR PROPOSALS (RFP)**

**ADENDUM TO THE RFP ((IUL) MMPRC-PRO/MMPRC/2021/43) FOR THE PURPOSE OF  
HIRING AN AGENCY TO REPRESENT MALDIVES IN RUSSIA & CIS REGION (AZERBAIJAN,  
ARMENIA, BELARUS, GEORGIA, KAZAKHSTAN, KYRGYZSTAN, MOLDOVA, TAJIKISTAN,  
TURKMENISTAN, UZBEKISTAN & UKRAINE) FOR 1 YEAR**

**25<sup>th</sup> November 2021**

<b>Section 1 - Instruction to Tenderers</b>	
<p>1. Please be informed that following amendment has been brought to the Request For Proposal (RFP), (IUL)MMPRC-PRO/MMPRC/2021/43 for hiring an Agency to represent Maldives in Russia and CIS region (Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Uzbekistan &amp; Ukraine) for 1 year uploaded on 17<sup>th</sup> November 2021.</p> <p>2. Except as set forth in this Amendment, no other changes are brought the RFP (IUL)MMPRC-PRO/MMPRC/2021/43. Amendments are highlighted for easy reference.</p>	
<b>3.</b>	<b>Preparation of Tenders</b>
3.7	<p><b>Budget</b></p> <p><b>a) Monthly Retainer Fee</b></p> <p>The budget allocated for this project is USD 4,500.00 (US Dollar Four Thousand Five Hundred <b>subjected to 10% WITHHOLDING TAX</b>) as a monthly retainer. If the retainer fee quoted by the bidder exceeds allocated budget, MMPRC Evaluation Committee has the discretion to disqualify the proposal during evaluation.</p>
3.9	<p><b>Taxes</b></p> <p>a) Local Bidders shall quote the prices inclusive of GST</p> <p>b) <b>Pursuant to section 55 (a) of the Maldives Income Tax Act, all international bidders are subject to a 10% withholding tax deduction from the invoice total amount.</b></p>

**Section 5 - Cover Letter**

Date: .....

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

Dear Sir,

Sub: Bid to hire an Agency to represent Maldives in Russia and CIS region (Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Uzbekistan & Ukraine) for 1 year.

Having examined all the information provided, we the undersigned offer to represent Maldives in Russia & CIS region as per the requirements of the RFP (the "Works") as set out in this Bid.

We agree to undertake and complete the Work for a monthly retainer fee of USD ..... (\$ .....) (The 'Monthly Retainer Fee') **subjected to deduction of 10% as Withholding Tax).** A summary of the annual breakdown of the Contract Price is provided below;

Description	Tax (\$)	Total Price (\$)
Retainer Fee		
Major crisis management fee (per hour rate)		
<b>Contract Price(\$)</b> (To be invoiced monthly as retainer		
<b>Withholding Tax deduction (10% of contract price) (\$)</b> Total Payable from MMPRC (\$)		

The details of the key personnel who shall undertake the Works are provided below;

Name	Qualification	Designation	Experience including number of years

Of the personnel mentioned in the table above, ..... shall be the team leader, who shall oversee the Work and liaise with MMPRC on all matters related to the Work.

Bank account number to transfer the monthly payments.

Bank Account Name	Bank Account Number

We undertake, if our Bid is accepted, to complete the Work within the proposed Delivery Period 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 Bid, together with written acceptance thereof and MMPRC's notification of award, shall constitute a binding contract if we are selected as the Successful Bidder.

Date this day of 2021.

\_\_\_\_\_  
(Signature)

Duly authorized to sign Bid for and on behalf of: (Company/business's name)