



**Maldives Marketing and Public Relations Corporations**  
**Republic of Maldives**

**REQUEST FOR PROPOSALS (RFP)**  
**TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT BRUSSELS HOLIDAY FAIR**  
**2022**  
**FOR**

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

**27<sup>th</sup> December 2021**

<b>Section 1 - Instruction to Tenderers</b>		
<b>1.</b>	<b>General</b>	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2021/52
1.2	Announcement Date:	27 <sup>th</sup> December 2021
1.3	Project:	TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT BRUSSELS HOLIDAY FAIR 2022
1.4	Deadline (Date & Time)	25 <sup>th</sup> January 2022 via E-Mail, before 1500 hours (LOCAL TIME)
1.5	Contact Info	Mr. Hassan Shaheel Executive Director, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 2nd Floor, Boduthakurufaanu Magu, Male' Republic of Maldives Telephone: +960 3323228 Email: shaheel@visitmaldives.com procurement@visitmaldives.com
1.6	Fair/ Event Details	
	Name of the Fair	Brussels Holiday Fair 2022
	Venue	HALL 1 at Brussels Expo
	Stand Size	Stand Area: 60 sqm Stand dimension is 10 X 6 Space Code:3575 (four (4) sides open) (Floor plan attached)
	Dates of the Fair	24th - 27th March 2022
<b>2.</b>	<b>Procedure of Tendering</b>	
2.1	<b>Eligible Tenderers:</b>	

	<p>A Tenderer may be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.</p>
	<p>The Tenderer must provide an English Translation of the company registration certificate, if the original company registration certificate is in any other language.</p>
2.2	<p><b>Amendments to Tender Documents:</b></p> <p>(a) At any time prior to the deadline for submission of Tenders, MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>(c) To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.3	<p><b>Registration of Tenderers: NOT APPLICABLE</b></p>
2.4	<p><b>Pre-bid meeting / Info Session: NOT APPLICABLE</b></p>
2.5	<p><b>Clarifications of Bidding document, project, scope of works:</b> Tuesday, 18<sup>th</sup> January 2022 before 1200 hrs. (Maldives local time)</p>
2.6	<p><b>Submission of Tenders:</b></p> <p>Tenders must be received by MMPRC at the address or by email and no later than the date and time mentioned below.</p> <p>Venue: Maldives Marketing &amp; Public Relations Corporation, 2nd Floor, H. Zonaria, Male'</p> <p>Date: Sunday, 25th January 2022</p> <p>Time: 1500 hrs. (local time)</p> <p>Email: procurement@visitmaldives.com</p> <p>Copied: shaheel@visitmaldives.com</p>

2.7	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.
2.8	This RFP and all the entities participating in the Bid 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, Bid Process or any other aspect in relation thereto.
<b>3.</b>	<b>Preparation of Tenders</b>
3.1	Each Respondent shall submit a single proposal (options may be submitted).
3.2	All documents must be a clear scanned copy and must be compiled in the order of the checklist.
3.3	<b>Cost of Tendering:</b> The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
3.4	<b>Language of Tender:</b> The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in <b>English</b> . Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in <b>English</b> , in which case, for purposes of interpretation of the Tender, such translation shall govern.
3.5	<b>Measurements:</b> All measurements shall be expressed in units of the metric system.
3.6	<b>Documents Comprising the Tender:</b>
	<b>3.6.1 Quotation</b> - Tender proposal will be <u>disqualified</u> if the document is not submitted with the tender and <u>marks will be deducted</u> if the document is not as per the RFP.

	<ul style="list-style-type: none"><li>- Contract Price shall include detailed cost breakdown of designing and construction of the Stand for the year.</li><li>- All calculations and costing should be in US Dollars.</li></ul> <p><b>3.6.2 Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</b></p> <ul style="list-style-type: none"><li>- Tender proposal <u>will not be eligible</u> if the document is not submitted with the tender and <u>marks will be deducted</u> if the document is not as per the RFP.</li><li>- If certificates are in other language, English translation should be provided and should be attested.</li></ul> <p><b>3.6.3 Copy of Tax Registration Certificate</b></p> <ul style="list-style-type: none"><li>- Tender proposal will be <u>disqualified</u> if the document is not submitted with the tender and <u>marks will be deducted</u> if the document is not as per the RFP.</li><li>- In case if tax registration document is not available in Tenderer country, please provide an official document stating which type of tax registration is provided in the Tenderer country. If certificates are in other language, English translation should be provided and should be attested.</li></ul> <p><b>3.6.4 Board Resolution of the Company for Authorization of Signatory</b></p> <ul style="list-style-type: none"><li>- Tender proposal will be <u>disqualified</u> if the document is not submitted with the tender and <u>marks will be deducted</u> if the document is not as per the RFP.</li></ul> <p><b>3.6.5 Profile of the Tenderer</b></p> <ul style="list-style-type: none"><li>- <u>Marks will be deducted</u> if the document is not submitted or is not submitted as per the RFP.</li><li>- Must include the organizational capacity and structure.</li></ul> <p><b>3.6.6 Past Experience Letters</b></p> <ul style="list-style-type: none"><li>- <u>Marks will be deducted</u> if the document is not submitted or is not submitted as per the RFP.</li><li>- Pictures of previous design and construction works and awards for similar projects shall be provided along with reference letters</li></ul>
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of projects within the last 5 years. Minimum 3 reference letters must be submitted to get full marks.

- The pictures and awards provided should be of the same reference letters submitted and should state the name of the fair and year. The Letter should contain the contact details for further reference.
- E-mails, Work order forms, agreements or award letters will not be considered as past experience letters.
- Past experience letter will only be accepted as complete if the supporting images and details are provided.

### **3.6.7 Proposed Stand design**

- Tender proposal will be disqualified if the document is not submitted with the tender and marks will be deducted if the document is not as per the RFP.
- The stand design must be 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.
- Each Tenderer shall mark in the detail drawing the measurements of counters, private meeting table area, storage and any other areas specified in the RFP.

### **3.6.8 Proof of financial capability**

- Tender proposal will be disqualified if the document is not submitted or if the document is not as per the RFP.
- Each Tenderer/Respondent should submit proof of financial capability by submitting the following documents.

a) Bank reference letter. This letter should be in bank letterhead with authorized signature of the bank or bank stamp.

Or

b) Last 3 months' bank statement on the bank letterhead with the authorised signature of the bank or the bank stamp.

	<ul style="list-style-type: none"> <li>- The Tenderer /Respondent should have a minimum of 20 percent of the quoted price in their bank account and this should be also stated in the documents.</li> <li>- The documents should be translated if it is not in ENGLISH with authorized signature of the bank or stamp of the bank, or it should be attested.</li> </ul>
3.7	<p>The Proposal shall be typed/ written and signed/ initialed on every page in indelible ink and addressed as given below</p> <p style="text-align: center;"><b>“TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT BRUSSELS HOLIDAY FAIR 2022”</b></p> <p>Maldives Marketing and Public Relations Corporation H. Zonaria, 2nd Floor, Boduthakurufaanu Magu, Male’ Republic of Maldives</p> <p>Proposal sent from overseas should be email to the following email address.</p> <p style="text-align: center;">E-mail: <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a> and copied to <a href="mailto:shaheel@visitmaldives.com">shaheel@visitmaldives.com</a>,</p>
3.8	<p><b>Period of Validity of Tender:</b></p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.9	<b>Tender Security (If required): Not Applicable</b>
3.10	<p><b>Format of Signing of Tender:</b></p> <p>The Tenderer shall prepare one original of the documents comprising the Tender, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.12, shall be clearly marked “Alternative”.</p>
3.11	<b>Budget</b>

	<p>The Tenderer must propose a contract price.</p>
	<p>The Contract Price may only be adjusted by the parties as per the terms and conditions of the Agreement.</p>
	<p>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 after which it will be reimbursed. These payments should be pre-approved by MMPRC.</p>
<p>3.12</p>	<p><b>Alternative Tenders:</b> It is permitted to submit Alternative Tenders.</p>
<p>3.13</p>	<p><b>Conflict of Interest:</b> A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> <li>(a) they have a controlling partner in common; or</li> <li>(b) they receive or have received any direct or indirect subsidy from any of them; or</li> <li>(c) they have the same legal representative for purposes of this Tender; or</li> <li>(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or</li> <li>(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or</li> </ul>



	<p>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</p> <p>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</p>
3.14	The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid. The Tenderer shall not have any commercial mutual benefits with other Tenderer(s) submitting the Bids on the date of submission of the Bid.
3.15	<p><b>Authorization:</b></p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	<b>Submission and Opening of Tenders</b>
4.1	<b>Sealing of Tenders:</b>
4.2	<p><b>Deadline for Submission of Tenders:</b></p> <p>Tenders must be received by MMPRC at the address and no later than the date and time in clause 1.4 of this document.</p> <p>MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.3	<p><b>Late Tender:</b></p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 1.4. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
4.4	<p><b>Withdrawal and Re-submission:</b></p> <p>The Respondents may withdraw at any time before the Proposal Due Date.</p>

4.5	<p><b>Best Value Selection and Negotiation</b></p> <p>MMPRC may select the response(s) which demonstrates the best overall value, including proposed alternatives that will achieve the goals of MMPRC. MMPRC and a selected Tenderer may negotiate a change in element of contract performance or cost identified in the original proposal or the selected Tenderer’s response which results in lower costs or more cost effective or better value than was presented in the selected Tenderer’s original value.</p>
<b>5.</b>	<b>Disqualification</b>
	<p>MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;</p> <ul style="list-style-type: none"> <li>a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.6) in accordance with this RFP;</li> <li>b) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information</li> <li>c) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC</li> <li>d) Any Proposal that is received after the Proposal Due Date</li> <li>e) Pending, active, or previous legal action by/ against a Tenderer /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</li> <li>f) 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</li> </ul>
<b>6.</b>	<b>Evaluation</b>
6.1	<p>The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.</p>
6.2	<p>To assist in the examination, evaluation, and comparison of Bids, MMPRC may, at its discretion, ask any Tenderer for clarification of its Bid. The</p>

	request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Bids.
6.3	From the Bid Due Date until the issue of the Letter of Award, if any Tenderer wishes to contact MMPRC on any matter related to the Bid or the Bid Process, it should be done in writing.
6.4	Any effort on the part of the Tenderers to influence MMPRC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Tenderer's Bid.
<b>7.</b>	<b>Tender Security and Performance Guaranty (Not applicable)</b>
<b>8.</b>	<b>Advance Payment - applicable as per procedure Advance Payment Guaranty - as per procedure</b>
<b>9.</b>	<b>Award of Contract</b>
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.
9.5	Upon MMPRC's request, the Selected Respondent shall provide any component missing from the proposed design as per the specification

	and scope provided by MMPRC in Appendix A of this RFP, without any additional cost.	
<b>10.</b>	<b>Payment Terms</b>	
10.1	<p>As consideration for the design and construction of the Maldives Stand at the Brussels Holiday Fair 2022 the Selected Respondent/Contractor shall be compensated in the manner provided below;</p> <ul style="list-style-type: none"> <li>- The amount in Dollar (\$) equivalent to 15% of the Total Price quoted shall be transferred by MMPRC to the Selected Respondent/Contractor, upon signing of this Agreement, within 30 working days and,</li> <li>- The amount in Dollar (\$) equivalent to 35% of the Total Price quoted shall be transferred by MMPRC to the Selected Respondent/Contractor, after the starting of the Stand construction within 30 working days and,</li> <li>- Remaining 50% of the Total Price quoted shall be transferred by MMPRC to the Selected Respondent/Contractor, after the end of the fair within 30 working days and,</li> <li>- Any payment made on behalf MMPRC will be reimbursed once the invoice along with supporting documents are received.</li> </ul>	
<b>11</b>	<b>Penalty &amp; Contract Termination</b>	
11.1	<p><b>Penalty:</b> MMPRC shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.</p>	
11.2	<p><b>Contract Termination:</b> If the Selected Party fails to carry out any obligation under the Agreement, MMPRC may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.</p>	
<b>Section 2 - Evaluation Criteria</b>		
Area	Details	Marks

Contract Price	The Tenderer proposing the lowest “Contract Price” shall receive a maximum mark of Forty (40), and for remaining proposals marks will be allocated on pro rata basis.	40
Stand Design- Attractiveness	<p>The marks for the attractiveness of the stand design will be given considering the below mentioned. The design which full fill the requirements will receive the highest marks.</p> <p><b>a) Attractiveness of the overall design:</b></p> <p><b>b) Reflection of the destination in design: Beauty, authenticity and usage of attractive images to show the USPs / experiences of Maldives.</b></p> <p><b>c) 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.</b></p>	25
Stand Design- Requirements	<p>The marks for the requirements of the stand design will be given considering the below mentioned. The design which full fill the requirements will receive the highest marks.</p> <p><b>a) Meeting all the requirements mentioned in the scope and specification in Appendix A</b></p> <p><b>b) Photo Backdrop: A wall or prominent area of the Stand that can be used as a photo backdrop. Should be a visually eye catching backdrop which can be shared on social media. It should also be visible from outside and easily accessible from the main counter to the visitors passing by. 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.</b></p>	20

	<p>c) Map of Maldives: There should be a map of Maldives displayed in the stand at a prominent location which is easily accessible to visitors.</p> <p>d) Space Utilization: All the requirement set forth in the Scope of Work should be fulfilled in an orderly manner and logically practical format.</p>	
Past Experience	<p>Marks for experience with related works will be given as mentioned below.</p> <p>a) 3 letters: 10 marks b) 2 letters: 6 marks c) 1 letter: 3 marks</p> <p>If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.</p> <p>Past experience letter will only be accepted as complete if the supporting images and details are provided.</p>	10
Company Profile	The Company profile, registration certificate and tax registration submitted as per this RFP will receive full marks.	5
	TOTAL	100

## APPENDIX A

### Section 3 - Scope of Work & Specifications

1	SCOPE OF WORK
	<p>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 BRUSSELS HOLIDAY FAIR 2022 Fair organizers (Refer to organizer's official <a href="https://www.brusselsholidayfair.eu/">https://www.brusselsholidayfair.eu/</a>). It is the responsibility of the bidder to take all measures set out by the fair organisers with regard to COVID19.</p> <p>1.2. In addition, the scope of the works shall include;</p>

	<p>1.2.1. The construction of the components of the Stand, and the construction of the stand at the Site provided to MMPRC by FISA OPERATIONS Fair organizers for the year 2022;</p> <p>1.2.2. Complete construction and handover of the finished stand 24 hours before the opening time of the fair, allowing sufficient 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 at the time of handing over the finished stand and it should be ready for immediate usage.</p> <p>1.2.3. The process of disassembling the stand should start as soon as the stand is handed over by MMPRC at the end of the Fair. This should be carried out according to the organiser’s guidelines.</p> <p>1.3. Interested parties need to submit a design and the cost estimated to construct the Maldives stand at BRUSSELS HOLIDAY FAIR 2022.</p>
<b>2</b>	<b>CONCEPT FOR THE DESIGN PROPOSED BY THE BIDDER/RESPONDENT</b>
	<p>Brussels Holiday Fair is a 4 day event being held from 24-27 March 2022 at the Brussels Expo in Brussels, Belgium. This event showcases products like provides consumers a great opportunity to meet with travel industry representatives that showcase a wide array of destinations from a relaxed getaway to an exotic retreat in Belgium etc. in the Travel &amp; Tourism industry.</p> <p>This year’s event will be held from 24<sup>th</sup> -27<sup>th</sup> March 2022 at HALL 1 at Brussels Expo</p> <p>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. While proposing the design all regulations set out by the fair organisers in giving proper social distancing and other preventive measures should be considered.</p> <p><b>2.1 <u>The concept and design should strongly address the following points;</u></b></p> <p>2.1.1 Attractiveness of the overall design</p> <p>2.1.2 Reflection of the destination in design/ Beauty, authenticity and usage of attractive images to show the USPs / experiences of Maldives</p> <p>2.1.3 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.</p> <p>2.1.4 Meeting all the requirements mentioned in the Scope and Specifications in Appendix A</p> <p>2.1.5 Photo Backdrop - A wall or prominent area of the Stand that can be used as a photo backdrop. Should be a visually eye catching backdrop which is “instagrammable”. It should also be visible from outside and easily accessible from the main counter to the visitors passing by. Maldives branding should be visible in this area. The purpose of this</p>

	<p>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.</p> <p>2.1.6 In addition to the photo backdrop a virtual reality area should be incorporated in the design. Virtual contents should be displayed with motion sensor. This area should be easily accessible to the visitors and all regulations set out by the fair organiser with regard to social distancing measures should be taken care of.</p> <p>2.1.7 Map of Maldives - There should be a map of Maldives displayed in the Stand at a prominent location easily accessible to visitors.</p> <p>2.1.8 VR Area with motion sensor technology: This component should be incorporated in the stand. Motion sensor technology is to be used to due the COVID-19 pandemic in order to discourage high touch/contact area</p> <p>2.1.9 Space Utilization - All the requirement set forth in the Scope of Work should be fulfilled in an orderly, logically practical manner at the same time consideration should be given to take all preventive measures with regard to COVID19 set out by the fair organiser.</p>
3	<b>STAND REQUIREMENTS</b>
	<p>Stand should have lockable counters, storage and a reception desk and should be arranged in a logical and practical manner considering the new social distancing rules implemented by the fair organiser. The furniture and decorative items used should be simple and elegant to bring out the luxury image of the destination. 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.</p> <p><b>3.1 Counters</b></p> <p>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 maximum number of counters that aligns with the COVID-19 safety guidelines provided by the fair organiser. Counters sizes should be as follows;</p> <ul style="list-style-type: none"> <li>• The width of the counter should be a minimum of <b>24 inches</b>.</li> <li>• The counters should have a height of <b>43 inches</b> from floor.</li> <li>• The height of counter dividers should be <b>6 inches</b></li> <li>• Should there be any structures/walls behind the counter then there should be a gap of <b>48 inches</b>.</li> <li>• Should display co-exhibitor names on the front of the counter.</li> <li>• Should include counter stools.</li> <li>• Should include universal electric plug points in each counter.</li> <li>• Should include lockable drawers in each counter. Individual keys for each lock at the counter must be provided.</li> </ul> <p><b>3.2 Reception</b></p> <ul style="list-style-type: none"> <li>• One reception desk with shelves and two lockable drawers to store promotional materials should be included in the design.</li> </ul>



- Furniture: 2 stool for the receptionists.
- Should include universal electric plug points.

### **3.3 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 universal electric plug points.

### **3.4 Meeting Area**

- There should be maximum number of meeting tables that aligns with the COVID-19 safety guidelines provided by the fair organiser
- There should be 4 chairs per table
- Should include universal electric plug points for each table.

### **3.5 Displays**

- 3.5.1 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.
- 3.5.2 Should provide adequate sound.
- 3.5.3 In addition to the above, relevant photos, decorative materials and equipment can be used in the design to enhance the quality of the stand.
- 3.5.4 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.

### **3.6 Stand Name**

- 3.6.1 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.
- 3.6.2 A hanging banner with the Maldives logo (As per Appendix D) visible from all the sides need to be placed above the stand.
- 3.6.3 Maldives branding (As per Appendix D) should be visible at prominent locations within the stand incorporated to the overall stand design.

### **3.7 Additional Services**

- 3.7.1 Should provide a coffee machine (with sugar, milk, coffee capsule) with at least 100 paper cups. (Not single use plastic)
- 3.7.2 Should provide water bottles for the fair duration. (Not single use plastic)
- 3.7.3 Should provide daily cleaning and garbage disposal services for the fair duration.
- 3.7.4 Should provide hand sanitizers at the stand

4	<b>ADDITIONAL CONDITIONS AND REQUIREMENTS</b>
	<p>4.1 The design should be in conformity to the Maldives Stand concept and Design Requirement and Stand Building Regulations set by Brussels Holiday Fair 2022 Fair organizers (<a href="https://www.brusselsholidayfair.eu/">https://www.brusselsholidayfair.eu/</a>)</p> <p>4.2 It is the duty of the Selected Party to meet specific requirements of the Brussels Holiday Fair 2022 organizers, so that the Stand receives due recognition from the organizer and public</p> <p>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</p> <p>4.4 All documentations necessary for Stand design approval should be submitted by the Selected Party before the deadline specified by the Brussels Holiday Fair 2022, Fair organizers</p> <p>4.5 All the graphics shall be provided by MMPRC</p> <p>4.6 Complete construction and handover of the finished stand 24 hours before the opening time of the fair.</p> <p>4.7 Any cost which may arise outside of the above quotation shall be borne by the Selected Party.</p> <p>4.8 Sufficient amount of lighting (where required) should be used when designing the Stand</p> <p>4.9 Additional covid-19 protection gears at the stand.</p> <p>4.10 The fair organisers only allow pre-fabricated design</p> <p>4.11 The price quoted by the bidder should include all the aforementioned requirements. MMPRC should not be borne to pay any additional charge.</p>
<b>Section 4 - COVER LETTER</b>	
<p>The Managing Director,          Maldives Marketing and Public Relations Corporation          H. Zonaria, 2<sup>nd</sup> Floor, Boduthakurufaanu Magu, Male'          Republic of Maldives</p> <p>Dear Sir,</p> <p><b>Sub: Proposal to design and construct the Maldives Stand at Brussels Holiday Fair 2022.</b></p> <p>Having examined all the information provided, we the undersigned offer to design and construct the Maldives Stand at Brussels Holiday Fair 2022, as per the requirements of the RFP (the "Works") as set out in this Proposal.</p> <p>We agree to undertake and complete the Works for a total sum of Dollars (\$) ..... (In words) Dollars (\$) ..... (In</p>	

numbers). (The “Contract Price”) inclusive of all applicable taxes (including tax). A summary of the annual breakdown of the Contract Price is provided below;

Year	Price excluding Tax (\$)	Tax (\$)	Total Price (\$)
Brussels Holiday Fair 2022			
<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*

.....

Section 5 - MALDIVES LOGO



Section 6 - FLOOR PLAN

