



Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)
FOR THE PURPOSE OF HIRING A TRANSLATION COMPANY FOR A PERIOD OF 1 YEAR

04th January 2023

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2023/1
1.2	Announcement Date:	04 th January 2023
1.3	Project:	HIRING A TRANSLATION COMPANY FOR A PERIOD OF 1 YEAR
1.4	Registration Deadline (Date & Time)	11th January 2023 via E-Mail, before 1400 hours (MALDIVES LOCAL TIME) Procurement@visitmaldives.com
1.5	Submission Deadline (Date & Time)	18th January 2023 via E-Mail, before 1400 hours (MALDIVES LOCAL TIME) tender404@visitmaldives.com
1.6	Tender addressed to	Mr. Hassan Shaheel General Manager, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 2nd Floor, Boduthakurufaanu Magu, Male' Republic of Maldives Email: tender404@visitmaldives.com
2.	Procedure of Tendering	
2.1	Eligible Tenderers	<p>a) 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>b) The Tenderer must provide an English Translation of the company registration certificate, if the original company registration certificate is in any other language, along with the original registration certificate. And this translation should be signed by authorized signatory.</p>
2.2	Amendments to Tender Documents	(a) At any time prior to the deadline for submission of Tenders, MMPRC may amend the Tendering Document by issuing addenda.

	<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>Registration of Tenderers:</p> <p>To register please email with the following information to procurement@visitmaldives.com by, 11th January 2023 before 1400 hrs. (Maldives Local Time).</p> <p>Company name: Contact person name: Email: (Only registered parties shall be eligible to submit the proposal.)</p>
2.4	<p>Pre-bid meeting / Info Session: 12th January 2023 before 1400 hrs. (Maldives Local Time).</p> <p>Meeting link (Google Meet) will be shared via email with the registered tenderers only.</p>
2.5	<p>Clarifications of Bidding document, project, scope of works: 16th January 2023 before 1400 hrs. (Maldives local time)</p> <p>(Maldives local time)</p> <p>Email: procurement@visitmaldives.com</p>
2.6	<p>Submission of Tenders:</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 & Public Relations Corporation, 2nd Floor, H. Zonaria, Male'</p> <p>Date: 18th January 2023</p> <p>Time: Before 1400 hrs. (Maldives local time)</p> <p>Email: tender404@visitmaldives.com</p>
2.7	<p>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.</p>
2.8	<p>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</p>

	conflict of laws. Only the courts in 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.
2.9	Clear scanned documents must be provided. If it's not possible to read the scanned documents, the evaluation committee has the discretion to disqualify.
3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal.
3.2	<p>Cost of Tendering</p> <p>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.</p>
3.3	<p>Language of Tender</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in English Language. 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 English, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.4	<p>Documents Comprising the Tender</p> <p>3.4.1 Cover Letter as per section 4</p> <ul style="list-style-type: none"> - The Tender proposal <u>will be disqualified</u> if the document is not submitted as per the RFP. - The cover letter should be signed by an authorized signatory and the name of the signatory included. - The cover letter should be stamped. <p>3.4.2 Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</p> <ul style="list-style-type: none"> - Tender proposal <u>will not be eligible</u> if the document is not submitted with the Tender. - If certificates are in other language, English translation should be provided along with copy of original certificate and this translation should be signed by authorized signatory.

	<p>3.4.3 Profile of the Tenderer</p> <ul style="list-style-type: none"> - <u>Tender proposal will be disqualified</u> if the document is not submitted. - Profile of the tenderer should include the following; <ul style="list-style-type: none"> • The organizational capacity and structure. • Proposed account team (This team should consist of a dedicated account manager with minimum 2 years' experience), • Number of years in operation • Services offered directly by agency • List of the current clients. <p><u>Marks will be deducted</u> if the document is not submitted or is not submitted as per the RFP.</p> <p>3.4.4 Past experience</p> <ul style="list-style-type: none"> - Tender Proposal <u>will be disqualified</u> if no relevant past experience letter or email is submitted. - Past experience should be similar work done within the past 5 years - The Letter or email should contain the contact details of the clients for further reference. - The letters or email should clearly mention the type of work undertaken for the clients. - Work order forms, agreements or award letters will not be considered as past experience letters. <p>3.4.5 A proof of sample translations</p> <ul style="list-style-type: none"> - Proof of sample translations done for the reference letters submitted. If the documents are not in English, English translation should be submitted. - <u>Marks will be deducted</u> if the document is not submitted or is not submitted as per the RFP
	<p>Period of Validity of Tender</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 disqualified by MMPRC in the evaluation process.</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.
3.5	Tender Security (If required): Not Applicable
3.6	<p>Format of Signing of Tender</p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.3, and clearly mark it "Original". Alternative Tenders, if permitted in accordance with clause 3.10, shall be clearly marked "Alternative".</p>
3.7	<p>Budget</p> <p>a) Monthly Retainer Fee</p> <p>The monthly retainer fee quoted should cover all the works as per the scope of works provided with this RFP. MMPRC will not be liable to make any additional payments relating to any of the services mentioned in the scope of work other than the quoted monthly retainer fee.</p> <p>b) Translation of Destination Guide fee</p> <p>The fee quoted should cover the cost for translating the destination guide.</p>
3.8	<p>Contract Period</p> <p>The contract period will be 01 year with possibility of extension, if the work conducted by the selected party meets the expectations of MMPRC. In case if the contract is renewed by MMPRC, the monthly retainer fee can be increased by a maximum of 20% of the existing contract price depending on the changes in the "Scope of the Work" proposed.</p>
3.9	<p>Taxes</p> <p>a) All Bidders shall quote the prices inclusive of Taxes.</p> <p>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.</p>
3.10	<p>Alternative Tenders</p> <p>It is permitted to submit Alternative Tenders.</p>
3.11	<p>Conflict of Interest</p> <p>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</p>

	<p>considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (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 (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 (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 (g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.
3.12	<p>The Bidder shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid. The Bidder shall not have any commercial mutual benefits with other Bidder(s) submitting the Bids on the date of submission of the Bid.</p>
3.13	<p>Authorization</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.	<p>Submission and Opening of Tenders</p>
4.1	<p>Deadline for Submission of Tenders</p> <ul style="list-style-type: none"> (a) Tenders must be received by MMPRC at the address or by email and no later than the date and time mentioned in clause 2.6 of this document.

	(b) 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.
4.2	<p>Late Tender</p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 1.5 Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
4.3	<p>Withdrawal and Re-submission</p> <p>The Respondents may withdraw at any time before the Proposal Due Date.</p>
4.4	<p>Best Value Selection and Negotiation</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 bidder may negotiate a change in element of contract performance or cost identified in the original proposal or the selected bidder's response which results in lower costs or more cost effective or better value than was presented in the selected bidder's original value.</p>
5	Disqualification
5.1	<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"> a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.4) in accordance with this RFP; b) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information c) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC d) Any Proposal that is received after the Proposal Due Date 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

	<p>obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or</p> <p>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</p>
6.	Evaluation
6.1	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.
6.2	To assist in the examination, evaluation, and comparison of Bids, MMPRC may, at its discretion, ask any Bidder for clarification of its Bid. The 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 Bidder 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 Bidders to influence MMPRC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Bidder's Bid.
7.	Tender Security and Performance Guaranty (Not applicable)
8.	Advance Payment - (Not applicable) Advance Payment Guaranty (Not applicable)
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.
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.
10	Penalty & Contract Termination
10.1	<p>Penalty</p> <p>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>
10.2	<p>Contract Termination</p> <p>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>

Section 2 - Evaluation Criteria		
Area	Details	Marks
Retainer Fee	The Bid proposing the lowest "Retainer Fee" shall receive a maximum score of Forty Five (45) marks, and marks will be allocated to other Bids according to pro-rata basis. The retainer fee quoted should include general crisis management.	45
Translation of Destination Guide fee	The fee quoted should cover the cost for translating the destination guide. The Bid proposing the lowest "translating the destination guide Fee" shall receive a maximum score of Ten (10) marks, and marks will be allocated to other Bids according to pro-rata basis.	20
Company Profile	Marks will be given considering the below mentioned points; a) The organizational capacity and structure. b) Proposed account team (This team should consist of a dedicated account manager with minimum 2 years' experience in destination or related field), c) Number of years in operation d) Location of office(s) e) Services offered directly by agency f) List of the current clients	15
Past Experience	Marks for experience with related works will be given as mentioned below. a) 3 letters/email: 10 marks b) 2 letters/email: 6 marks c) 1 letter/email: 3 marks Marks will be awarded based on the work mentioned in the reference letters or emails and their relatedness to the scope of work mentioned in the RFP. If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.	20
	TOTAL	100

Section 3 - Scope of Work

Scope of work:

MMPRC is looking to hire a professional translating company to translate our contents to different languages. This includes translating content written in English on our website, content written for marketing campaigns and translation of the Destination Guide produced by MMPRC.

1- Below are the details.

No	Details	Languages	Quantity / No. of Words
a)	To translate English content published on our website (www.visitmaldives.com)	i. Arabic ii. French iii. Russian iv. Spanish v. Portuguese	For one year <ul style="list-style-type: none"> ● 900 articles (estimated) ● 300,000 words (average)
b)	To translate content written for MMPRC marketing campaigns and activities	i. Arabic ii. French iii. Russian iv. Spanish v. Portuguese	
c)	To translate Destination Guide of MMPRC	I. Arabic II. French III. Russian IV. Spanish V. Portuguese	One time translation - 27,100 words (estimated)

2- The content written for marketing campaigns would include:

- a. Single-sentenced wordings on artworks and images used for campaigns, fairs and other destination promotional activities.
- b. Paragraphs and descriptions related to the campaign
- c. Articles related to the campaign
- d. Write-ups for marketing materials such as brochures, guides, etc.
- e. Other such examples similar to the ones mentioned above

3- The bidder is to provide a monthly retainer fee to include the above mentioned works. Also, the bidder should quote the price per word. Price per word would apply to circumstances where additional translations need to be carried out.

4- The winning party is required to provide the final translation within 2 days of submitting the documents that need to be translated.

5- The winning party is required to provide the final translation of the destination guide within 14 days of submitting the documents that need to be translated

6- If the work of the winning party is satisfactory, then the contract can be extended under the same terms and conditions for another year.

7- Additional Comments:

- Files must be translated by translators meeting the MMPRC requirements. After the file is translated, a second qualified translator shall proofread the translations to the original (English) files.
- Translators shall be responsible for the accuracy of translations and for correctly implementing edits. Translated information must be accurate, consistent, and understood by the native language speakers.
- The Contractor must ensure translated texts convey original meaning and tone in the native language
- The Contractor shall provide language professionals qualified to perform translation (from English). The required languages will include, but not be limited to, (Arabic, French, Russian, Spanish and Portuguese)
- MMPRC may request that the Contractor update a previously translated document using an existing translation of the English original and incorporate new updates/changes/deletions made to the English original into the translation to ensure that the translation accurately and completely matches the updated copy.

Section 4 - Cover Letter (Please submit the cover letter in this template)

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

Dear Sir,

Sub: Bid to hire a translation company for a period of 1 year .

Having examined all the information provided, we the undersigned offer be the translation company for MMPRC 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') inclusive subjected to deduction of 10% as Withholding Tax). A summary of the annual breakdown of the Contract Price is provided below;

Description	Fee (\$)
Monthly Retainer Fee	
Translation of Destination Guide fee	

Note: 10% Withholding Tax will be deducted from the total invoice amount. This applies to both monthly retainer fee and Translation of Destination Guide fee .

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.

Registered Office Address	
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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 2022.

Details of authorized personnel to sign Bid for and on behalf of:

Company/Business Name: _____

Name of the authorized personnel to sign: _____

Signature of the authorized personnel to sign: _____

Stamp of the company/Business: _____

Date: _____