



Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)
FOR THE PURPOSE OF HIRING A PARTY TO ORGANIZE AND MANAGE “MALDIVIAN NIGHT”
DURING ITB BERLIN 2023

16th January 2023

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2022/03
1.2	Announcement Date:	16 th January 2023
1.3	Project:	FOR THE PURPOSE OF HIRING A PARTY TO ORGANIZE AND MANAGE “MALDIVIAN NIGHT” DURING ITB BERLIN 2023
1.4	Registration Deadline (Date & Time)	20th January 2023 via E-Mail, before 1500 hours (MALDIVES LOCAL TIME)
1.5	Submission Deadline (Date & Time)	27th January 2023 via E-Mail, before 1800 hours (MALDIVES LOCAL TIME)
1.6	Bid 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: tender202@visitmaldives.com
2.	Procedure of Tendering	
2.1	Eligible Tenderers	
	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. 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.
	b)	The Bidder/Respondent should have at least 1 registered office in Germany.
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, 20th January 2023 before 1500 hrs. (Maldives Local Time).</p> <p>Company name:</p> <p>Contact person name:</p> <p>Email:</p> <p>(Only registered parties shall be eligible to submit the proposal.)</p>
2.4	<p>Pre-bid meeting / Info Session: 20th January 2023, 1600 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:</p> <p>26th January 2023 before 1400 hrs. (Maldives local time)</p> <p>(Maldives local time)</p> <p>Email: procurement@visitmaldives.com</p> <p>CC to shaheel@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: 27th January 2023</p> <p>Time: Before 1800 hrs. (Maldives local time)</p> <p>Email: tender202@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 with alternative options.
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>
3.3	<p>Documents Comprising the Tender</p> <p>3.3.1 Cover Letter as per section 5</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>3.3.2 Detailed cost breakdown</p> <ul style="list-style-type: none"> - Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender. - Contract Price shall include detailed cost breakdown of all the components stated in the scope of work. - All calculations and costing should be in US Dollars.

3.3.3 Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society

- Tender proposal **will not be eligible** 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.

3.3.4 Profile of the Tenderer

- **Marks will be deducted** if the document is not submitted or is not submitted as per the RFP.
- Profile of the tenderer should include the following;
 - The organizational capacity.
 - Proposed team (This team should consist of a dedicated Team leader)
 - Location of office(s)
 - Services offered directly by the company

3.3.5 Concept

- The bidder that submits the most comprehensive concept and includes all the requirements as per section 3 will receive full marks. Concept should include the following.
 - a) Details of concept
 - b) Decorations details
 - c) Giveaways
 - d) Services offered during Maldivian evening.
 - e) Dinner menu

3.3.6 Past experience

- Tender Proposal **will be disqualified** if no relevant past experience letter or email is submitted.
- Past experience should be similar work done within the past 5 years

	<ul style="list-style-type: none"> - The Letter or email should contain the contact details 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>3.3.7 Proof of financial capability</p> <ul style="list-style-type: none"> - Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender or if the bidder do not have 20 percent of the quoted price in their bank account. - Each Tenderer/Respondent should submit proof of financial capability by submitting the following documents. <ul style="list-style-type: none"> a) Bank reference letter. The letter should be signed by an authorized person from the bank or bank stamp should be included. The letter should state that the 20% of the quoted price is available in their bank account. <p style="text-align: center;">OR</p> b) Last 3 months bank statement - If the letter or the bank statement is in other language, English translation should be provided along with copy of original letter or the bank statement and this <u>translation should be signed by authorized signatory.</u>
	<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> <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>
3.5	Tender Security (If required): Not Applicable
3.6	Format of Signing of Tender

	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”.
3.9	<p>Taxes</p> <p>a) All Bidders shall quote the prices inclusive of Taxes.</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 considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <p>(a) they have a controlling partner in common; or</p> <p>(b) they receive or have received any direct or indirect subsidy from any of them; or</p> <p>(c) they have the same legal representative for purposes of this Tender; or</p> <p>(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</p> <p>(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</p> <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>
3.12	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.
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.	Submission and Opening of Tenders
4.1	<p>Deadline for Submission of Tenders</p> <p>(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.</p> <p>(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.</p>
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	MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;

	<ul style="list-style-type: none"> a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.6) 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 obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or 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
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 - (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
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.	50
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 personnel f) List of the current client list	10
Concept	The bidder that submits the most comprehensive concept and includes all the requirements will receive full marks. a) Details of concept b) Decorations details c) Giveaways d) Services offered during Maldivian evening. e) Dinner menu	30
Past Experience	Marks for experience with related works will be given as mentioned below. 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.	10

	If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.	
	TOTAL	100

Section 3 - Scope of Work	
1.	<p>PROJECT</p> <p>To organise and manage “Maldivian Evening” during ITB-Berlin for the year 2023 as per the requirement and guidelines given by Maldives Marketing & Public Relations Corporation.</p>
2.	<p>BACKGROUND AND OBJECTIVES</p> <p>“Maldivian Evening” is a gala evening hosted by the MMPRC (the National Tourism Promotion Body of the Maldives) and the Maldives tourism industry partners for the German and international partners. The objective of the evening is to network and thank the German and international travel trade and travel industry for their support to Maldives tourism. Maldivian evening is held every year coinciding with ITB Berlin which is the World’s leading Travel Trade Show held annually in Berlin, Germany. ITB is also the largest tourism gathering of the Maldives with a large number of industry stakeholders in attendance. The 2023 edition is being held after a break of 3 years due to the Covid-19 pandemic.</p> <p>Following services are required to manage and organise the event. Estimated number of attendees is 600. The details are provided below in the scope of work</p>
3.	<p>SCOPE OF WORK</p> <p>The selected party should organise and manage “Maldivian Evening” during ITB-Berlin for the year 2023 as per the requirement and guidelines given by Maldives Marketing & Public Relations Corporation. Selected theme for the year 2023 is Neon theme. All the decorations need to be done according to the mentioned theme including backdrop. Decorations are not limited to UV lights but can use glow in the dark sticks, face painting, neon bands that can be used by the invitees, glow in the dark dance floor, etc. Also, at the same time, Maldives branding should be included in the decoration.</p> <p>3.1 Name of the event: Maldivian Night 2023</p> <ul style="list-style-type: none"> ● Theme: Neon colours inspired by bioluminescent beaches ● Date: 7th March 2023, Tuesday ● No. of Pax: 600

3.2 Cost Breakdown:

The cost breakdown of the total price should include the below mentioned. Anything that is not included in the requirement should be pre-approved.

a) Management fee (Tentative event program (Annex A))

b) Venue:

- An ideal venue for the event should be provided
- Capacity: 600 pax
- Should have a performance area for dance and band, thematic setting, buffet
- style serving, photo backdrop, dance floor
- Preferably an indoor smoking area
- The location should be easily accessible (preferably close to the ITB Berlin
- fairgrounds)
- Should propose 03 location options for the event.

c) Welcome cocktails / drinks / canapés

- We will require waiters to serve the drinks and the canapés.

d) Dinner (per head)

- Dinner (Buffet) for a maximum of 600 people.
- Menu options should be provided.

e) Maldivian Food - Menu Inclusion

- Should include 2 Maldivian cuisine/dishes in the menu or the in-house chef can prepare 2 dishes for a recipe given by the organiser if required.

f) Bar Area

- A bar area that provides Alcoholic and Non- Alcoholic drinks.

g) AV equipment and Sound

- Should include screen, mic, sound for the dance performance, band equipment, projector, and laptop

h) Decoration

- Decoration of the venue should incorporate a neon theme and at the same time should include Maldives branding (lights, ambiance, photo backdrop, stage backdrop, table tops, etc)..

i) Face Painting

- Face painting (line art/small icons with advice from MMPRC) should be available.

j) Band / Performance

- Cultural dance performance will take place at the start of the evening.
- Maldivian 5-piece band will be performing live
- Provision and Facilitation of Band equipment where necessary and set up in
- collaboration with the performing band appointed by MMPRC.
- Dance floor and lighting

3.33.3. Waiters who are serving during the event should be in Maldivian attire (white/black Feyli and white T-shirt. Feyli will be provided by MMPRC)

3.4 The selected party should provide an MC to host the event. MC should be enthusiastic and should be able to entertain the guests and needs to be fluent in English as well as German.

3.5 Giveaways like glow in the dark sticks, bands, glasses but not limited to the mentioned should be provided by the selected party.

3.6 The selected party should make arrangements and organize interactive activities hosted by MC (entertainment games) during the Maldivian night

3.7 A raffle draw will be held towards the end of the evening. Prizes will be provided by MMPRC.

3.8 A Sash to award to the best performers (Mr. Best Moves, Ms. Best Moves and Best dance) should be provided. The details will be provided to the winning party

3.9 The concept of the “Maldivian Night” should be submitted with the proposal.

3.10 Any other services not within this scope need to be agreed between both parties.

3.11 The price quoted by the bidder should include all the aforementioned requirements. MMPRC should not be borne to pay any additional charge.

Tentative Agenda

Maldivian Evening

Date: Tuesday, 7th March 2023 | Venue: TBC

Time: 1900 hrs – 0000 hrs

Tentative Programme:

1900: Arrival of guests

Registration at entrance

Cocktails + Networking

Soft Music

2030: Seating of guests

2035: Welcome note by CEO & MD, Mr. Thoyyib Mohamed

2038: Welcome address

2043: Cultural Performance

2047 Dinner buffet opened

2115 Cultural Performance & Live Band

2200 Raffle Draw | Games

2210 Disco (DJ)

End of evening

Section 4 - Payment terms

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4.1 The amount in USD equivalent to 15% of the Total Price quoted for Organizing Maldivian Night shall be transferred by MMPRC to the Selected Respondent/Contractor, within 30 days of signing this Agreement.

4.2 The amount in USD equivalent to 35% of the Total Price quoted for Organizing Maldivian Night shall be transferred by MMPRC to the Selected Respondent/Contractor, within 30 days after hiring venue on behalf of MMPRC.

4.3 The remaining 50% of the Total Price quoted for Organizing Maldivian Night shall be transferred by MMPRC to the Selected Respondent/Contractor, within 30 days, of finishing the event.

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

4.5 Days will start counting after MMPRC receives the invoice from the bidder

4.6 Any payment made on behalf of MMPRC will be reimbursed once the invoice along with supporting documents are received.

Section 5 - Submission checklist

#	Submission of Documents	Outcome			
5.1.1	Contract price				
	Cover letter	Yes	Qualified	No	Disqualified
	Does the quoted contract price have a cost breakdown?	Yes	Qualified	No	Disqualified
5.1.2	Profile of the tenderer				
	Is the profile of the tenderer submitted?	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include organizational capacity, proposed team, location of offices, services offered?	Yes	Marks will be awarded	No	Marks will be deducted
5.1.3	Concept				
	Is the concept submitted?	Yes	Marks will be awarded	No	Marks will be deducted
	Decoration details submitted?	Yes	Marks will be awarded	No	Marks will be deducted
	Giveaway details submitted	Yes	Marks will be awarded	No	Marks will be deducted
	What are the services offered during Maldivian evening (as per section 3)	Yes	Marks will be awarded	No	Marks will be deducted
	Are the dinner menu options submitted	Yes	Marks will be awarded	No	Marks will be deducted
5.1.4	Copy of Registration Certificate				
	Is the company registration certificate submitted?	Yes	Eligible	No	Not eligible
	If the registration Certificate is not in English, is an English translation submitted?	Yes	Eligible	No	Not eligible
5.1.5	Past experience letters				
	Are Past experience letters submitted?	Yes	Qualified	No	Disqualified
	Does the past experience letters indicate similar projects?	Yes	Qualified	No	Disqualified
5.1.6	Proof of financial capability				
	Is the bank reference letter or bank statement submitted?	Yes	Qualified	No	Disqualified
	Does the bank reference letter or bank statement have an authorized signature of the bank or bank stamp?	Yes	Qualified	No	Disqualified

	Does the bank reference letter or bank statement indicate that 20% of the quoted price is available?	Yes	Qualified	No	Disqualified
	If the document is not in English, is a translation provided?	Yes	Qualified	No	Disqualified
	Does the translated document have a bank signature or a stamp?	Yes	Qualified	No	Disqualified