



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

**REQUEST FOR PROPOSALS (RFP)**  
**TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT ITB ASIA, SINGAPORE 2023**

**13<sup>th</sup> August 2023**

<b>Section 1 - Instruction to Tenderers</b>		
<b>1.</b>	<b>General</b>	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2023/36
1.2	Announcement Date:	13 <sup>th</sup> August 2023
1.3	Project:	TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT ITB ASIA, SINGAPORE 2023
1.4	Registration Deadline (Date & Time)	<b>22<sup>nd</sup> August 2023, via E-Mail, before 1200 hours (MALDIVES LOCAL TIME)</b>
1.5	Pre-bid meeting / Info Session	<b>22<sup>nd</sup> August 2023, via E-Mail, at 1400 hours (MALDIVES LOCAL TIME)</b>
1.6	Submission Deadline (Date & Time)	<b>31<sup>st</sup> August 2023 via E-Mail, before 1400 hours (MALDIVES LOCAL TIME)</b>
1.7	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 <b>Email: <a href="mailto:Tender303@visitmaldives.com">Tender303@visitmaldives.com</a></b>
1.8	Fair/ Event Details	
	Name of the Fair	ITB ASIA, SINGAPORE 2023
	Venue	Sands Expo & Convention Centre, Singapore
	Stand Size	Stand Area: 207 sqm Stand dimension: 23m x 9m (4 sides open) Stand Number: H05 (Floorplan attached)
	Dates of the Fair	25 <sup>th</sup> October 2023 to 27 <sup>th</sup> October 2023
<b>2.</b>	<b>Procedure of Tendering</b>	
2.1	<b>Eligible Tenderers:</b>	
	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>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	<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:</b></p> <p>To register please email with the following information to <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a> by <b>22<sup>nd</sup> August 2023 before 1200 hrs. (Maldives Local Time).</b></p> <p><b>(Only registered parties shall be eligible to submit the proposal.)</b></p> <p>Company name:</p> <p>Contact person name:</p> <p>Email:</p>
2.4	<p><b>Pre-bid meeting / Info Session: 22<sup>nd</sup> August 2023 at 1400hrs (Maldives Local Time).</b></p> <p><b>Meeting link (Google Meet) will be shared via email with the registered tenderers only.</b></p>
2.5	<p><b>Clarifications of Bidding document, project, scope of works: 29<sup>th</sup> August 2023 before 1200hrs (Maldives Local Time).</b></p> <p>Email: <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a></p> <p>CC to <a href="mailto:shaheel@visitmaldives.com">shaheel@visitmaldives.com</a></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><b>Date: 31<sup>st</sup> August 2023</b></p>

	<p><b>Time: Before 1400hrs (Maldives local time)</b></p> <p><b>Email: <a href="mailto:Tender303@visitmaldives.com">Tender303@visitmaldives.com</a></b></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 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.
<b>3.</b>	<b>Preparation of Tenders</b>
3.1	Each Respondent shall submit a single proposal (options may be submitted).
3.2	<p><b>Cost of Tendering:</b></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><b>Language of Tender:</b></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 <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.</p>
3.4	<p><b>Measurements:</b></p> <p>All measurements shall be expressed in units of the metric system.</p>

<p>3.5</p>	<p><b>Documents Comprising the Tender:</b></p> <p><b>3.5.1 Cover Letter as per section 4</b></p> <ul style="list-style-type: none"> <li>- The Tender proposal <u>will be disqualified</u> if the document is not submitted with the Tender.</li> <li>- The cover letter should be signed by an authorized signatory and the name of the signatory should be included.</li> <li>- The cover letter should have company stamp.</li> </ul> <p><b>3.5.2 Quotation</b></p> <ul style="list-style-type: none"> <li>- Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender.</li> <li>- Contract Price shall include detailed cost breakdown of designing and construction of the stand.</li> <li>- All calculations and costing should be in US Dollars.</li> </ul> <p><b>3.5.3 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.</li> <li>- 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.</li> </ul> <p><b>3.5.4 Profile of the Tenderer</b></p> <ul style="list-style-type: none"> <li>- Marks <u>will be deducted</u> if the document is not submitted or is not submitted as per the RFP.</li> <li>- Profile of the tenderer should include the following; <ul style="list-style-type: none"> <li>• The organizational capacity (Staff and Nature of work)</li> <li>• Number of years in operation</li> <li>• Services offered by the company</li> <li>• Proposed team for this project</li> </ul> </li> </ul>

### 3.5.5 Past Experience

- Tender Proposal will be disqualified if the past experience letter or email with images of the past projects are not submitted.
- Must be similar projects undertaken within the past 5 years from the date of this announcement.
- 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.
- Pictures of previous design and construction works should be provided along with reference letters of projects within the last 5 years.
- The pictures provided should be of the same reference letters or emails submitted.
- The pictures should state the name of the firm and year. If not marks will be deducted.
- Past experience letters or emails will only be accepted as complete if the supporting images are provided.
- Work order forms, agreements or award letters will not be considered as past experience letters.

### 3.5.6 Proof of financial capability

- Tender proposal will be disqualified if the document is not submitted with the tender or if the bidder do not have 20 percent of the quoted price excluding fixed deposits in their bank account.
  - 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. The letter should state that the 20% of the quoted price is available in their bank account excluding fixed deposits. The account balance should not be earlier than 1 month from the date of this announcement.
- OR**
- b) Last 3 months' (from the date of this announcement) bank statement on the bank letterhead.

	<ul style="list-style-type: none"> <li>- The bank statement should not be of a fixed deposit account.</li> <li>- 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></li> </ul> <p><b>3.5.7 Proposed Stand design</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>- 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 Section 3 of this RFP.</li> <li>- Each Tenderer shall mark in the detail drawing the measurements of counters, floating Tables, storage and any other areas specified in the RFP.</li> </ul>
<p><b>3.6</b></p>	<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>
<p><b>3.7</b></p>	<p><b>Tender Security (If required): Not Applicable</b></p>
<p><b>3.8</b></p>	<p><b>Format of Signing of Tender:</b></p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.5, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.11, shall be clearly marked “Alternative”.</p>
<p><b>3.9</b></p>	<p><b>Budget</b></p> <p>The Tenderer must propose a contract price.</p> <p><b>The budget allocated for this project is USD 90,000.00 (US Dollar Ninety Thousand inclusive of all taxes).</b> If the Contract price quoted by the</p>

	<p>bidder exceeds the allocated budget, MMPRC Evaluation Committee has the discretion to disqualify the proposal during evaluation.</p> <p>The contract price quoted should include all the costs and 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. General crisis management should include daily media monitoring and proactive timely reporting in cases of concern within the current scope and retainer fee.</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>3.10</p>	<p><b>Taxes</b></p> <p>a) All Bidders shall quote the prices inclusive of Taxes</p>
<p>3.11</p>	<p><b>Alternative Tenders:</b></p> <p>It is permitted to submit Alternative Tenders.</p>
<p>3.12</p>	<p><b>Conflict of Interest:</b></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>
3.13	The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgement 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.
3.14	<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>
<b>4.</b>	<b>Submission and Opening of Tenders</b>
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 1.5 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>
4.3	<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>
4.4	<p>Withdrawal and Re-submission:</p> <p>The Respondents may withdraw at any time before the Proposal Due Date.</p>
4.5	Best Value Selection and Negotiation

	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.
<b>5.</b>	<b>Disqualification</b>
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"> <li>a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.5) 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	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 Tenderer 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 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 Section 3 of this RFP, without any additional cost.
<b>10.</b>	<b>Payment Terms</b>
10.1	As consideration for the design and construction of the Maldives Stand at the ITB ASIA, Singapore 2023 the Selected Respondent/Contractor shall be compensated in the manner provided below; <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</li> </ul>

	<p>Respondent/Contractor, upon signing of this Agreement, within 30 working days up on submission of the invoice and,</p> <ul style="list-style-type: none"> <li>- The amount in Dollar (\$) equivalent to 35% of the Total Price quoted shall be transferred by MMPRC to the Selected Respondent/Contractor, within 30 working days after the commencement of the work and upon submission of the invoice 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 up on submission of the final invoice,</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></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> <p>MMPRC shall have the right to deduct from the payment if the selected party fails to complete any part of the work in accordance with the terms of the agreement.</p> <p>MMPRC shall be entitled to terminate the Agreement if the Contractor abandons or fails to proceed with the Works in accordance with the terms and conditions of this Agreement.</p>
11.2	<p><b>Contract Termination:</b></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.	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 components 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>	30
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 Section 3</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> <p><b>c) Map of Maldives: There should be a map of Maldives displayed in the stand at a prominent location which</b></p>	15

	<p>is easily accessible to visitors. Content of the map should be legible.</p> <p><b>d) Space Utilization:</b> 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 Projects: 10 marks  b) 2 Projects: 6 marks  c) 1 Project: 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 are provided.</p>	10
Company Profile	<p>Marks will be given considering the below mentioned points;</p> <p>a) The organizational capacity (Staff, Nature of work)  b) Proposed team for this project  c) Number of years in operation  d) Services offered by the company</p>	5
	TOTAL	100

## Section 3 - Scope & Specifications

### 1. SCOPE OF WORK:

- 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 ITB ASIA 2023 organisers (Refer to organiser's official website (<https://www.itb-asia.com/index>)). **It is the responsibility of the bidder to take all preventive measures set out by the fair organisers with regard to overall safety of the stand.**

In addition, the scope of the works shall include;

- 1.1.1. The construction of the Stand to agreed design proposal, and the construction of the Stand at the site provided to MMPRC by the ITB ASIA organisers for the year 2023.
- 1.1.2. 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, the 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.
- 1.1.3. The process of disassembling the stand should start as soon as the stand is handed over by MMPRC to the bidder at the end of the Fair. This should be carried out according to the organiser's guidelines.
- 1.2. Interested parties need to submit a design and the estimated cost to construct the Maldives stand at ITB ASIA.
- 1.3. The Stand concept and design should attractively showcase Maldives as a premier luxury destination. This should be thematically presented in a modern contemporary design with an open concept.
- 1.4. The design elements should be inspired by the luxury and authentic Maldives elements of the destination, featuring modern architectural elements. The proposed design should be as per the regulations set out by the fair organisers in adhering to the safety and preventive measures.
- 1.5. The stand should be accessibility friendly.

## **2. The concept and design should strongly address the following points**

### 2.1. Creativity of the overall design.

- The proposed stand design should thematically presented in a contemporary design
- The design should showcase the luxury segment in a creative manner using the latest interactive technologies in stand design without hindering any requirement set out in the RFP.
- The stand design should have a cohesive colour palette all throughout the design.
- The colours should take inspiration from the overall destination.

2.2. Installation of an LED screen, which will serve as a visually dynamic element, enhancing the overall aesthetic appeal of the stand. This screen can be either a wall or on the floor, equipped with sensory technology, adding an immersive and interactive element that engages visitors and enhances their experience. This is in addition to the hanging LED Screen detailed in 3.7.

2.3. Photo wall - 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 to the visitors passing by (does not necessarily have to be placed at the back of the stand). 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 and social media activities by sharing these pictures on social media.

2.4. Maldives branding (As per section 5) should be visible at prominent locations within the stand incorporated to the overall stand design.

2.5. Digital touch screen information kiosk to be placed right next to the main information counter to display digital promotional brochures and relevant information.

2.6. Map of Maldives - There should be a map of Maldives displayed at a prime location of the stand, visible to the visitors.

2.7. Space Utilisation - All the requirements set forth in the Scope of Work should be fulfilled in an orderly, logically practical manner.

- Consideration should be given to safety & preventive measures set out by the fair organiser.
- The stand should be made in a way that prevents visitor bottlenecking in the stand.



### **3. STAND REQUIREMENTS**

- Stand should have lockable counters, storage and an information counter and should be arranged in a logical and practical manner considering the preventive and safety measures implemented by the fair organiser.
- The furniture and decorative items used should be according to the theme and design mentioned in 1.3 & 1.4 to bring out the beauty of the destination.
- The measurements given in specific areas should meet the criteria. Items with no specific measurements are left for the designer's choice. All furniture/equipment requirements are stated under each item.
- If the stand is elevated, it should be identified in the proposed stand design. The height of the elevation should be mentioned in the proposal.
- All measurements of objects and distances should be clearly marked from point to point on the drawing.

#### **3.1. Counters**

There must be separate lockable counters around the Stand with the storing capacity for brochures, bags, etc. However, there should be easy access into the Stand from all the sides. There should be a minimum of 40 counters that aligns with the safety guidelines provided by the fair organiser. Counter sizes should be as follows;

- The width of the counter should be 450mm x 600mm.
- The counters should have a height of 1075mm from the floor.
- There should be 350mm of space between each counter.
- Should there be any structures/walls behind the counter then there should be a gap of 48 inches.
- Should display co-exhibitor names and logos on the front of the counter.
- Counters should also have a number displayed so that the visitors using the digital information kiosk can refer to the numbers in order to locate the corresponding co-exhibitor.
- Should include counter stools.
- Should include universal electric plug points in each counter.
- Should include lockable drawers in each counter. Individual keys for each lock at the counter must be provided.
- The design and colour scheme of the counter should fit/ complement to the overall design of the stand.

### 3.2. **B2B Meeting Tables**

There should be 08 designated B2B semi-private meeting cubicles/areas in the stand.  
Each area should have;

- 1 meeting table
- comfortable chairs (not stools)
- semi private partitions for privacy (not completely covered)
- co-branding space on the partition or name plate to display exhibitor name and graphics
- Universal electric plug points for each meeting table
- The chairs and tables should fit to the overall colour scheme and design used in the stand.
- Should include lockable drawers in each meeting table. Individual keys for each lock at the meeting table must be provided.
- Measurements of one cubicle 1300mm length x 1200mm width
- There should be 500mm of space between the cubicles.
- The meeting tables should be easy access into the Stand from all the sides and should be inside the stand in the middle.
- Should include backlit graphic setup for each meeting table to display the co-exhibitor names and numbers.
- The chairs and tables should fit to the overall colour scheme and design used in the stand.

### 3.3. **Floating Tables**

- There should be maximum number of 2 - 3 meeting tables that aligns with the safety guidelines provided by the fair organiser.
- There should be 4 chairs per table.
- Should include universal electric plug points for each table.

### 3.4. **Information Counter**

- One reception desk with shelves and two lockable drawers to store promotional materials should be included in the design.
- The reception desk should be a corner desk placed at the front of the stand, on the left hand side in a L shape.
- The desk should be large enough to be both the information desk and food display area.
- Furniture: 3 stools for the receptionists.

- Should include universal electric plug points.

### 3.5. **Display Area for Food Tasting**

- There should be a designated area to showcase local food tasting on the aforementioned information counter.
- The area should be easily accessible to visitors entering the stand.
- The table used to display the food should fit to the overall colour scheme and design used in the stand.

### 3.6. **Storage Room**

- A lockable storage should be within the Stand to store promotional materials shall accommodate a minimum of 50 boxes of size 45 x 34 x 25 cm, and hand carry trolley luggage.
- The storage room to be placed in the middle of the stand.
- 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 an approximate weight of not less than 120kg.
- Should include universal electric plug points.

### 3.7. **LED Rigging**

- Hanging LED Screen rigging should be on display facing the main entrance of the stand, right below the information counter. LED Screen should be of a large size which can easily be accommodated and suitable to the stand size. The LED Screen should be placed in a manner where there is no obstruction to the visitor when viewing. The Hanging LED Screen should be curved and facing towards the left hand side.
- Should provide adequate sound.
- Should be able to utilise the main screen for presentations on trade day and to display relevant videos and graphical content on consumer days.
- The display area should be adjustable.
- In addition to the above, relevant photos, decorative materials and equipment can be used in the design to enhance the quality of the stand.
- Participation list should be displayed in vertical format in a touchscreen interactive screen of 50” in a prominent location, right next to the main information counter. This screen should be of a sleek design.

**3.8. Stand Name**

- Name of the Stand should be “Maldives” with the logo (Section 5) which should be visible from all sides. Maximum visibility of the stand name should be provided.
- A hanging banner with the Maldives logo (As per section 5) visible from all the sides of the stand needs to be placed above the stand at the maximum height.
- Maldives branding (As per section 5) should be visible at prominent locations within the stand incorporated to the overall stand design.

**3.9. Lighting**

- Adequate lighting should be provided all over the stand and should illuminate the stand well allowing to have ample lighting for photographs and videos.
- Harsh white fluorescent lighting should be avoided and instead use warm lighting throughout the stand.

**3.10. Additional Services**

- Should provide a coffee machine (with sugar, milk, coffee capsule) with at least 150 paper cups per day. (No single use plastic)
- Should provide a water dispenser for the fair duration with at least 150 paper cups per day. (No single use of plastic). The water dispenser should be refilled on all fair days.
- Should provide adequate dustbins at the stand and the garbage should be disposed of on all fair days.
- Should provide daily cleaning and garbage disposal services for the fair duration.
- Touched surfaces of the stand should be regularly cleaned during the fair days.
- Should provide hand sanitizers at the stand.
- A focal point should be present during the fair times to assist with any issues that may arise.
- Should have a first aid box placed in the storage area.

#### **4. ADDITIONAL CONDITIONS AND REQUIREMENTS**

- 4.1. The design should be in conformity to the Maldives Stand concept and Design Requirement and Stand Building Regulations set by ITB ASIA 2023 Fair organisers (Refer to organiser's official website).
- 4.2. It is the duty of the Selected Party to meet specific requirements of the ITB ASIA 2023, so that the Stand receives due recognition from the organiser and public.
- 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.
- 4.4. All documentations necessary for Stand design approval should be submitted by the Selected Party before the deadline specified by the ITB ASIA 2023 organisers.
- 4.5. All the graphics shall be provided by MMPRC.
- 4.6. Complete construction and handover of the finished stand 24 hours before the opening time of the fair.
- 4.7. Any cost which may arise outside of the above quotation shall be borne by the Selected Party.
- 4.8. Sufficient amount of lighting (where required) should be used when designing the Stand.
- 4.9. Additional covid-19 protection gears at the stand.
- 4.10. The fair organisers only allow pre-fabricated design.
- 4.11. The price quoted by the bidder should include all the aforementioned requirements. MMPRC should not be borne to pay any additional charge.

**Section 4 - COVER LETTER**

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

Dear Sir,

**Sub: Proposal to design and construct the Maldives Stand at ITB ASIA, SINGAPORE 2023.**

Having examined all the information provided, we the undersigned offer to design and construct the Maldives Stand at ITB ASIA, SINGAPORE 2023 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 tax). A summary of the annual breakdown of the Contract Price is provided below;

Year	Price excluding Tax (\$)	Tax (\$)	Total Price (\$) / Year
ITB ASIA, Singapore 2023			
<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.

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: \_\_\_\_\_

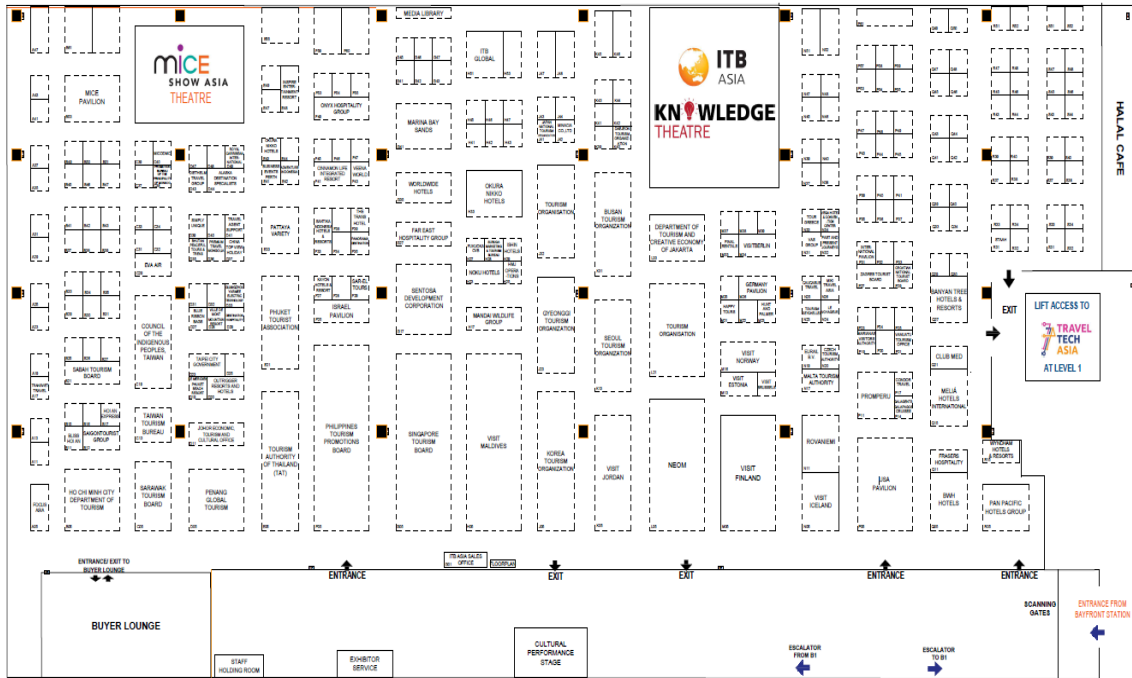
Section 5 - MALDIVES LOGO



## Section 6 - FLOOR PLAN

ITB ASIA | MICE SHOW ASIA | TRAVEL TECH ASIA 2023  
 25 - 27 OCTOBER 2023  
 LEVEL 1 AND BASEMENT 2, SANDS EXPO AND CONVENTION CENTRE, SINGAPORE

### BASEMENT 2 - ITB ASIA & MICE SHOW ASIA



**Notes:**

1. All booth registration and location confirmation are subject to first-come-first-serve basis, according to contract submission date.
2. In allocating the stand Messe Berlin (Singapore) will take into account the way in which a particular event is subdivided, as well as the space that is available. Messe Berlin (Singapore) will endeavor to meet specific requirements for stand locations whenever possible.
3. The exhibitor should accept that changes may take place in the situation on other stands at the beginning of the event, compared with the time at which initial acceptance was granted. No claims for damages by either party can be entertained.
4. Please refer to the Terms and Conditions for more details.

LEGEND:	
— Closed Sides	■ Pillars
- - - Open Sides	[HSR] Fire Hose Reel

Floorplan Version: 28 June 2023

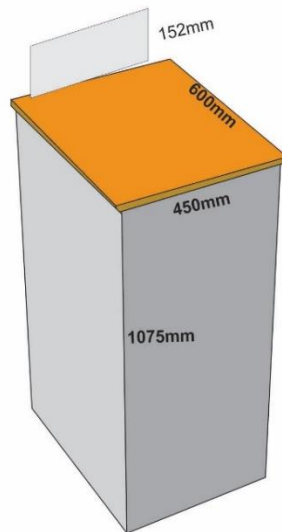
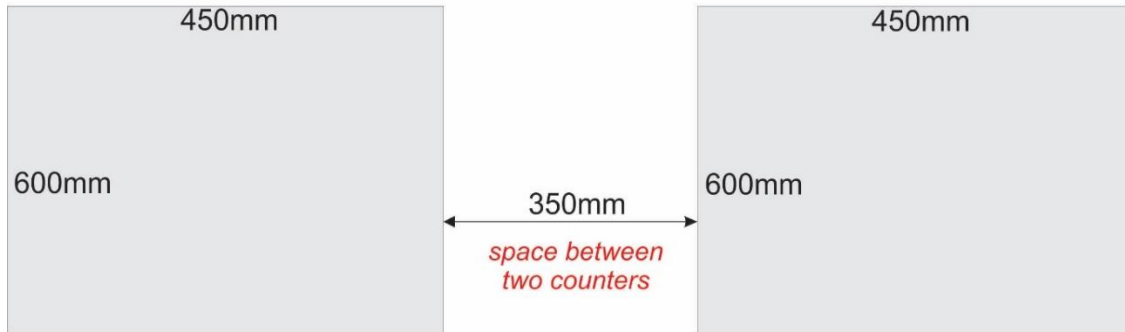


## Section 7 - Measurements

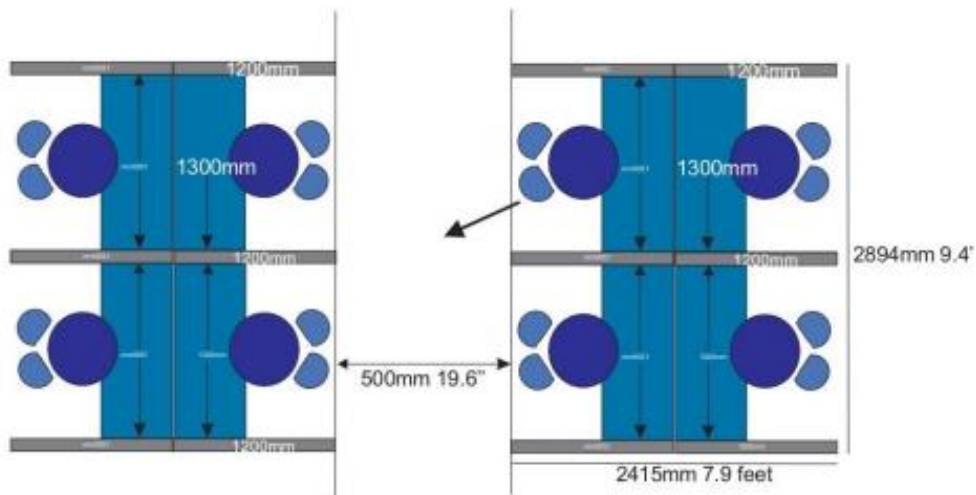
### A. Counters

This should be the standard spacing for counters.  
This should be given as standard sizes we want for future RFP's

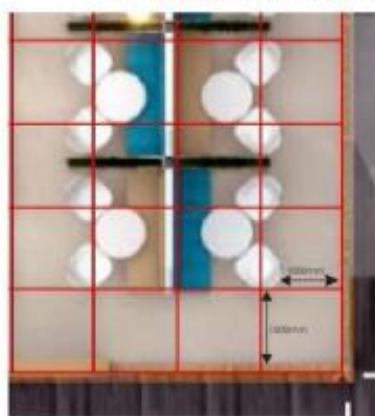
#### Counters



## B. B2B Meeting table area



*If the B2b table set up is next to a wall/ railing on a mezzanine floor,  
The distance between the chairs and  
the wall/railing should not be less than: 1000mm*



## Section 8 - Submission Checklist

<b>SUBMISSION CHECKLIST FOR ITB ASIA 2023 STAND DESIGN &amp; CONSTRUCTION</b>					
<b>#</b>	<b>SUBMISSION OF DOCUMENTS</b>	<b>OUTCOME</b>			
<b>1</b>	<b>Cover letter</b>				
	Is the cover letter submitted in the format given	Yes	Qualified	No	Disqualified
<b>2</b>	<b>Contract price</b>				
	Does the quoted contract price have a cost breakdown of the construction of the stand?	Yes	Qualified	No	Disqualified
<b>3</b>	<b>Copy of Registration Certificate</b>				
	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
<b>4</b>	<b>Profile of the tenderer</b>				
	Is the profile of the tenderer submitted?	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include organizational capacity (staff and nature of work)	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include proposed team for this project	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include number of years in operation	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include services offered by the company	Yes	Marks will be awarded	No	Marks will be deducted
<b>5</b>	<b>Past experience letters</b>				
	Are Past experience letters submitted?	Yes	Qualified	No	Disqualified
	Does the past experience letters/ emails indicate similar works within the past 5 years?	Yes	Qualified	No	Disqualified
	Does the past experience letters/ emails contains contact details?	Yes	Qualified	No	Disqualified
	Does the past experience letters/ emails indicate the date of the project?	Yes	Qualified	No	Disqualified

	Are pictures of previous design and construction works submitted along with the letters?	Yes	Qualified	No	Disqualified
	Does the pictures of the past projects have the name and year of the project?	Yes	Marks will be awarded	No	Marks will be deducted
6	Proposed stand design				
	Is the proposed stand design submitted?	Yes	Qualified	No	Disqualified
	Is the proposed stand design detailed as per RFP (3.5.7)?	Yes	Marks will be awarded	No	Marks will be deducted
	Is the proposed design marked with the measurements of counters, private meeting table area, storage and any other areas specified in the RFP.	Yes	Marks will be awarded	No	Marks will be deducted
7	Proof of financial capability				
	Is the bank reference letter or bank statement submitted?	Yes	Qualified	No	Disqualified
	Is the bank reference letter or bank statement on the bank letterhead?	Yes	Qualified	No	Disqualified
	Does the bank reference letter have an authorized signature of the bank?	Yes	Qualified	No	Disqualified
	Does the bank reference letter or bank statement indicate that 20% of the quoted price is available excluding fixed deposits?	Yes	Qualified	No	Disqualified
	Is the bank statement submitted is within the past three months from the date of announcement?	Yes	Qualified	No	Disqualified
	Is account balance stated in the bank letter within 1 month from the date of this announcement?	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

## Section 9 - Requirement Checklist

<b>REQUIREMENT CHECKLIST FOR ITB ASIA 2023 STAND DESIGN &amp; CONSTRUCTION</b>		To be Checked by Bidder	
#	REQUIREMENT	(✓) Bidder	(✓) MMPRC
<b>1</b>	<b>Counters</b>		
	Separate lockable counters		
	Minimum 40 counters		
	width of the counter (450mm and a length of 600mm)		
	Counter height (1075mm from the floor.)		
	Co-exhibitor names on the front of the counters		
	Space between counters (350mm)		
	Counter stools		
	Universal Electric plug points		
<b>2</b>	<b>Information Counter</b>		
	Reception desk with shelves and two lockable drawers		
	3 Stools		
	Universal Electric plug points		
<b>3</b>	<b>Display Area for Food Tasting</b>		
	Designated area to showcase local food tasting on the aforementioned information counter.		
<b>4</b>	<b>Storage Room</b>		
	A lockable storage, can accommodate boxes and hand carry trolley luggage.		
	lockable cupboard to store valuable materials		
	Racks to keep brochures, bags and other promotional materials. The racks are able to hold an approximate weight of not less than 120kg.		
	universal electric plug points		

<b>4</b>	<b>Floating Table</b>		
	2-3 meeting tables that fits to the overall design of the stand		
	4 chairs per table		
	universal electric plug points for each table		
<b>6</b>	<b>B2B Meeting Area</b>		
	8 designated B2B semi-private meeting cubicles/areas		
Each area should have;			
	1 meeting table		
	comfortable chairs (not stools)		
	Semi private partitions for privacy (not completely covered)		
	Co-branding space on the partition or name plate to display exhibitor name and graphics		
	Universal electric plug points for each meeting table		
	The chairs and tables should fit to the overall colour scheme and design used in the stand.		
	Should include lockable drawers in each meeting table. Individual keys for each lock at the meeting table must be provided.		
	Measurements of one cubicle 1300mm length x 1200mm width		
	There should be 500mm of space between the cubicles.		
	The meeting tables should be easy access into the Stand from all the sides and should be inside the stand in the middle.		
	Should include backlit graphic setup for each meeting table to display the co-exhibitor names and numbers.		
<b>7</b>	<b>LED Rigging</b>		
	Hanging LED Screen rigging should be on display facing the main entrance of the stand, right below the information counter. LED Screen should be of a large size which can easily be accommodated and suitable to the stand size. The LED Screen should be placed in a manner where there is no obstruction to the visitor when viewing. The Hanging LED Screen should be curved and facing towards the left hand side		
	Adequate sound.		

	Should be able to utilise the main screen for presentations on trade day and to display relevant videos and graphical content on consumer days.		
	Should be able to utilise the main screen for presentations on trade day and to display relevant videos and graphical content on consumer days.		
	Display area should be adjustable.		
	Relevant photos, decorative materials and equipment can be used in the design to enhance the quality of the stand.		
	Participation list should be displayed in vertical format in a touchscreen interactive screen of 50” in a prominent location, right next to the main information counter. This screen should be of a sleek design.		
<b>8</b>	<b>Stand Name</b>		
	Name of the Stand should be “Maldives” with the logo which should be visible from all sides. Maximum visibility of the stand name should be provided.		
	A hanging banner with the Maldives logo visible from all the sides of the stand is placed above the stand at the maximum height.		
	Maldives branding is visible at prominent locations within the stand incorporated to the overall stand design.		
<b>10</b>	<b>Lighting</b>		
	Adequate lighting should be provided all over the stand and should illuminate the stand well allowing to have ample lighting for photographs and videos.		
	Harsh white, fluorescent lighting should be avoided and instead use warm lighting throughout the stand.		
<b>11</b>	<b>Additional Services</b>		
	Coffee Machine with at least 150 cups per day (Sugar, Milk, Coffee capsules)		
	Water Dispenser for the fair duration with at least 150 paper cups per day		
	Adequate dustbins at the stand & Garbage disposal of on all fair days		
	Touched surfaces of the stand should be regularly cleaned during the fair days.		
	A focal point should be present during the fair times to assist with any issues that may arise.		
	Daily cleaning and garbage disposal services during the fair duration		
	Hand sanitizers		
	First aid box		