



Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)
TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT ITB BERLIN 2024

23rd November 2023

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2023/39
1.2	Announcement Date:	23 rd November 2023
1.3	Project:	TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT ITB BERLIN 2024
1.4	Registration Deadline (Date & Time)	4 th December 2023, via E-Mail, before 1200 hours (MALDIVES LOCAL TIME)
1.5	Pre-bid meeting / Info Session	4 th December 2023, via E-Mail, at 1400 hours (MALDIVES LOCAL TIME)
1.6	Submission Deadline (Date & Time)	13 th December 2023 via E-Mail, before 1400 hours (MALDIVES LOCAL TIME)
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 Email: Tender101@visitmaldives.com
1.8	Fair/ Event Details	
	Name of the Fair	ITB BERLIN 2024
	Venue	Berlin Expocenter City, Hall 5.2a
	Stand Size	Stand Area: 504 sqm. Stand dimension: 15.5m x 32.5m (4 sides open) Stand Number: 106 (Floorplan attached)
	Dates of the Fair	5th - 7th March 2024
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.	
	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.
2.2	<p>Amendments to Tender Documents:</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>Registration of Tenderers:</p> <p>To register please email with the following information to procurement@visitmaldives.com by 4th December 2023 before 1200 hrs. (Maldives Local Time).</p> <p>(Only registered parties shall be eligible to submit the proposal.)</p> <p>Tender Name or Tender Number:</p> <p>Company name:</p> <p>Contact person name:</p> <p>Email:</p>
2.4	<p>Pre-bid meeting / Info Session: 4th December 2023 at 1400hrs (Maldives Local Time).</p> <p>Meeting link (Google Meet) will be shared via email with the registered tenderers only.</p> <p>11th December 2023 before 1200hrs (Maldives Local Time).</p> <p>Email: procurement@visitmaldives.com</p> <p>CC to shaheel@visitmaldives.com</p>
2.5	<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: 13th December 2023</p> <p>Time: Before 1400hrs (Maldives local time)</p> <p>Email: Tender101@visitmaldives.com</p>

2.6	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.
2.7	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.
2.8	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 (options may be submitted).
3.2	Cost of Tendering: The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
3.3	Language of Tender: The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in English . 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.
3.4	Measurements: All measurements shall be expressed in units of the metric system.

3.5	<p>Documents Comprising the Tender:</p> <p>3.5.1 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 with the Tender.- The cover letter should be signed by an authorized signatory and the name of the signatory should be included.- The cover letter should have company stamp. <p>3.5.2 Quotation</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 designing and construction of the stand.- All calculations and costing should be in US Dollars. <p>3.5.3 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>3.5.4 Profile of the Tenderer</p> <ul style="list-style-type: none">- Marks <u>will be deducted</u> if the document is not submitted or is not submitted as per the RFP.- Profile of the tenderer should include the following;<ul style="list-style-type: none">• The organizational capacity (Staff and Nature of work)• Number of years in operation• Services offered by the company• Proposed team for this project
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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.
- To prove past experience, the tenderer should submit a signed letter from a contractor or an Email from a contractor that the tenderer has worked with.
- 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

	<p>b) Last 3 months’ (from the date of this announcement) bank statement on the <u>bank letterhead</u>.</p> <ul style="list-style-type: none"> - The bank statement should not be of a fixed deposit account. - 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>3.5.7 Proposed Stand design</p> <ul style="list-style-type: none"> - 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. - 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. - Each Tenderer shall mark in the detail drawing the measurements of counters, B2B Tables, storage and any other areas specified in the RFP.
3.6	<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 rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.7	<p>Tender Security (If required): Not Applicable</p>
3.8	<p>Format of Signing of Tender:</p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.5, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.11, shall be clearly marked “Alternative”.</p>
3.9	<p>Budget</p> <p>The Tenderer must propose a contract price.</p>

	<p>The budget allocated for this project is USD 434,900.00 (US Dollar Four Hundred Thirty-Four Thousand Nine Hundred inclusive of all taxes). If the Contract price quoted by the 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.</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>Taxes</p> <p>a) All Bidders shall quote the prices inclusive of Taxes</p>
<p>3.11</p>	<p>Alternative Tenders:</p> <p>It is permitted to submit Alternative Tenders.</p>
<p>3.12</p>	<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.</p>

	<p>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>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 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	<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 Tenderer may negotiate a change in element of</p>

	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.
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 3.5) 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 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.
7.	Tender Security and Performance Guaranty (Not applicable)
8.	Advance Payment - applicable as per procedure Advance Payment Guaranty - as per procedure
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 Section 3 of this RFP, without any additional cost.
10.	Payment Terms
10.1	As consideration for the design and construction of the Maldives Stand at the ITB BERLIN 2024 the Selected Respondent/Contractor shall be compensated in the manner provided below; <ul style="list-style-type: none"> - The amount in Dollar (\$) equivalent to 15% of the Total Price quoted shall be transferred by MMPRC to the Selected Respondent/Contractor, upon signing of this Agreement, within 30 working days up on submission of the invoice and, - The amount in Dollar (\$) equivalent to 35% of the Total Price quoted shall be transferred by MMPRC to the Selected

	<p>Respondent/Contractor, within 30 working days after the commencement of the work and upon submission of the invoice and,</p> <ul style="list-style-type: none"> - 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, - Any payment made on behalf MMPRC will be reimbursed once the invoice along with supporting documents are received.
11	Penalty & Contract Termination
11.1	<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> <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>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.	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>a) Attractiveness of the overall design:</p> <p>b) Reflection of the destination in design: Beauty, authenticity and usage of attractive components to show the USPs / experiences of Maldives.</p> <p>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.</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>a) Meeting all the requirements mentioned in the scope and specification in Section 3</p> <p>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.</p> <p>c) Map of Maldives: There should be a map of Maldives displayed in the stand at a prominent location which</p>	15

	<p>is easily accessible to visitors. Content of the map should be legible.</p> <p>d) Space Utilization: All the requirement set forth in the Scope of Work should be fulfilled in an orderly manner and logically practical format.</p>	
Past Experience	<p>Marks for experience with related works will be given as mentioned below.</p> <p>a) 3 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. Scope of the project is to design and construct the Maldives Stand at ITB Berlin to be held in Berlin, Germany from 5-7 March 2024. Design should be attractive and functional according to the requirements set forth by MMPRC. Construction should be carried out in accordance with the construction regulations for ITB set by Messe Berlin, the organisers of the event. (Refer to the organiser's official website, <https://www.itb.com/en/>. **It is the responsibility of the stand constructor to take all preventive measures set out by the fair organisers with regard to overall safety of the stand.**

- 1.2. In addition, the scope of the works shall include;
 - 1.2.1. The construction of the Stand to agreed design proposal at the location provided to MMPRC by the fair organisers.
 - 1.2.2. All construction work should be completed at least 24 hours prior to the fair's opening time, ensuring ample time for MMPRC officials to run a final check of the stand, arrange promotional materials and preparations at the stand for the event. The stand area should be thoroughly cleaned, dust wiped off, any garbage or waste cleared upon handing over the finished stand.
 - 1.2.3. The process of disassembling the stand should start as soon as the stand is handed over by MMPRC at the end of the Fair. This should be carried out according to the organiser's guidelines.
 - 1.2.4. Interested parties need to submit a design and the estimated cost to construct the Maldives stand at ITB Berlin 2024. Drawings should be to scale, and all measurements marked clearly. Total cost should show a clear breakdown of all components.

2. CONCEPT FOR THE DESIGN PROPOSED BY THE BIDDER/RESPONDENT

- 2.1. ITB BERLIN has established itself as the World's Leading Travel Trade Show. Over the years ITB has not only grown in size, exhibitor numbers and attendance, it has also become a comprehensive industry marketplace, showcasing travel products and services from around the world and growth-intensive niche markets. It is one of the largest events participated by

MMPRC. Also, one of the largest representations by the Maldives Tourism industry.

2.2. The Stand concept and design should;

- a) Attractively showcase the country's unique tourism products thematically presented in a modern contemporary design.
- b) Maintain/not completely lose the existing structural design of the Maldives stand themes used by Maldives currently in various exhibitions.
- c) Be inspired by authentic Maldivian designs that represent the island destination's distinctive features that emphasise its position as a premium destination.
- d) Encompass unique and exclusive features, taking inspiration from the destination's extraordinary aspects.
- e) Be as per the regulations set out by the fair organisers in all aspects including safety standards.

2.3. The concept and design should strongly address the following points;

2.3.1. Creativity and attractiveness of the overall stand design

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

2.3.2. Reflection of the destination in design; beauty, authenticity, and usage of attractive images to show the USPs/experiences of Maldives.

2.3.3. Incorporation of an LED floor equipped with sensory technology, adding an immersive and interactive element that engages visitors and enhances their experience.

2.3.4. Photo Backdrop - A wall or prominent area of the Stand that can be used as a photo backdrop. Should be a visually eye-catching backdrop which is "instagrammable". It should also be visible from outside and easily accessible to the visitors. The area should include a 360-video booth 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.

- a) Theme of the photo backdrop should reflect the beauty of the destination according to 2.2.

2.3.5. A hanging art installation visible from all the three sides of the stand

- a) Depicting the unique marine life of the Maldives
- b) Should be a standalone element which adds to the attractiveness of the stand.
- c) Needs to be placed above the stand at the maximum height according to the guidelines by the fair organisers.

2.3.6. Maldives branding (As per Appendix D) should be visible at prominent locations within the stand incorporated to the overall stand design.

2.3.7. Digital information kiosk to be placed right next to the main information counters.

2.3.8. Map of Maldives - There should be a map of Maldives displayed in the Stand at a prominent location easily accessible to visitors.

2.3.9. Space Utilisation - All the requirements set forth in the Scope of Work should be fulfilled in an orderly, logically practical manner at the same time consideration should be given to safety & preventive measures set out by the fair organiser. The stand should be made in a way that prevents visitor bottlenecking in the stand.

- a) Consideration should be given to safety & preventive measures set out by the fair organiser.
- b) The stand should be made in a way that prevents visitor bottlenecking in the stand.
- c) Meeting all the requirements mentioned in the Scope and Specifications in Appendix A

2.3.10. The stand should be accessibility friendly.

3. Stand Requirements

2.1 Stand should be a double decker stand with the top floor taking up the 50 percent of the stand size.

2.2 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.

- 2.3 The furniture and decorative items used should be according to the theme and design mentioned in 2.2 & 2.3 to bring out the rich underwater beauty of the destination.
- 2.4 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.
- 2.5 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.

3.1. Ground Floor

3.1.1. Co-exhibitor Counters

There has to be separate lockable counters around the Stand in the ground floor with the storing capacity for brochures and bags. However, there should be easy access into the Stand from all the sides. There should be 90 counters that aligns with the safety guidelines provided by the fair organiser. Counter sizes should be as follows;

- a) The width of the counter should be 450mm and a length of 600mm.
- b) The counters should have a height of 1075mm from the floor.
- c) The height of counter dividers should be 152.40mm
- d) There should be 178mm of space between each counter.
- e) Should there be any structures/walls behind the counter then there should be a gap of 1219.20mm.
- f) Should display co-exhibitor names on the front of the counter.
- g) Should include counter stools.
- h) Should include universal electric plug points in each counter.
- i) Should include lockable drawers in each counter. Individual keys for each lock at the counter must be provided.
- j) The design and colour scheme of the counter should fit/ complement to the overall design of the stand.

3.1.2. Main Information Counters x2

- a) Two information counters on the ground floor on both ends of the stand. Information counters should have shelves and lockable drawers to store promotional materials. Can be designed in a unique manner.
- b) The countertop should have the capacity;
 - i) For 3 persons to comfortably use the counter space at the same time.

- ii) Be appropriate and spacious to display approximately 5 different types of print materials,
- iii) To place 2-3 types of giveaways
- iv) To display cultural items (dress; libaas and feyli - jewellery - fahtaru) for visitors to try and to take photos.
- v) For 2-3 types of local food items to be displayed on the counter
- c) Information counter can be presented in a creative design.
- d) Visit Maldives logo to be placed in front of the information counter.
- e) Furniture: 03 comfortable stools for the representatives on both information counters
- f) Should include universal electric plug points.
- g) The design and colour scheme of the counter should complement the overall design of the stand

3.1.3. Storage Room x2

- a) Two lockable storages should be within the ground floor of the Stand to store promotional materials shall accommodate a minimum of 50 boxes of size 45 x 34 x 25 cm
- b) Should include a lockable cupboard to store valuable materials.
- c) 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.
- d) Should include universal electric plug points.
- e) All measurements should be included in the design.

3.1.4. VIP Meeting Room x1

- a) Location on the ground floor with a minimum of 4-6 individuals to be accommodated within this room.
- b) Furniture: 2-seater sofas, 1 seater sofa, 1 coffee table, and 1 side table
- c) Lockable door and air- conditioning for temperature control and air circulation. The room should be neatly decorated by Maldivian photos and souvenirs.
- d) Should include universal electric plug points.
- e) All measurements should be included in the design.

3.1.5. Cloak Room x1

- a) The cloak room should be lockable with hooks and hangers to hang jackets. Approximately 180 hangers should be provided.
- b) Should include universal electric plug points.
- c) All measurements should be included in the design

3.1.6. Industry VIP meeting areas x4

- Location on the ground floor with a minimum of 6-8 individuals to be accommodated within this room.
- The room should be accessible from aisle.
- Furniture: 2x 2-seater sofas, 1 seater sofa, 1 coffee table, and 1 side table
- Lockable door and air- conditioning for temperature control and air circulation.
- The room should be neatly decorated by Maldivian photos and souvenirs.
- Should include universal electric plug points.
- All measurements should be included in the design

3.1.7. General Meeting Area (Floating Tables)

- There should be 6-8 meeting tables that aligns with the safety guidelines provided by the fair organiser.
- There should be 4 chairs per table.
- Table Measurement: 600mm diameter
- Should include universal electric plug points for each table (should be identified in the design)
- All measurements should be included in the design

3.1.8. B2B Meeting table area

There should be a maximum of designated semi-private meeting cubicles/areas that can be accommodated according to the fair organiser's guidelines in the ground floor. Each meeting cubicle/area should have;

- a) 1 meeting table
- b) 4 comfortable chairs
- c) semiprivate partitions for privacy (not completely covered)
- d) co-branding space on the partition or name plate to display co-exhibitor name, logo and graphics.
- e) Universal electric plug points for each meeting table

- f) The chairs and tables should fit to the overall colour scheme and design used in the stand.
- g) Should include lockable drawers in each meeting table. Individual keys for each lock at the meeting table must be provided.
- h) Measurements of one cubicle 1450mm length x 1200mm width x 1800mm height
- i) Table Measurement: 600mm diameter
- j) Meeting tables should be arranged in a logical manner and space utilised to allow adequate space for easy movement and privacy of meetings.
- k) All measurements should be included in the design.

3.1.9. Bar Counter x1

- a) The counter should be made as a serving area of coffee/tea and snacks on the ground floor.
- b) Should include an area for the coffee machine and water dispenser.
- c) 4 Bar stools
- d) Staff assigned from the stand constructor to assist at the bar counter for all days of the fair.
- e) The bar counter on the ground floor shall have direct access from Kitchen.
- f) All measurements should be included in the design.

3.1.10. Kitchen

- a) A lockable kitchen with bar counters should be on the ground floor, the kitchen should be strategically located keeping in mind that the first floor needs to be served as well.
- b) The kitchen should have one sink with wastewater drainage.
- c) An area in the kitchen needs to be designated for the coffee machine, fridge and water dispenser which should be provided by the constructor.
- d) The kitchen should include lockable cupboards as storage.
- e) Dustbins should be included in the kitchen.
- f) Should include universal electric plug points.

- g) All measurements should be included in the design

3.1.11. Staircase

- a) There should be two staircases to climb up to the first floor as per the safety and guidelines requirement of the fair organisers.

3.1.12. Interactive Experiential Zone

- a) To create an interactive area at the stand that provides an engaging and educational experience for visitors.
- b) The area should include a touch screen display, wireless headsets to enhance the visitor's experience.
- c) The area should be designed in a way which is suitable for giving presentations, performances, and educational experiences to visitors.
- d) Ensure the design aligns with the stand's aesthetics and functionality.
- e) Electric plug points
- f) The experiential zone should be easily accessible and user-friendly.
- g) Ensure optimal lighting conditions and effective presentation of the area.

3.1.13. Activity Area

- a) The ground floor should have a dedicated area for activities such as a dance performance and a food display at the front of the stand.
- b) Furniture: lockable counter, storage space, hot plate for cooking
- c) Universal Electric plug points
- d) This area should be easily accessible to the co-exhibitors and invited visitors and should be according to the regulations set out by the fair organiser.
- e) All measurements should be included in the design

3.2. Mezzanine Floor

The entire first floor should be exclusively set for designated private B2B tables.

3.2.1. B2B meeting table area

Maximum number of designated semi-private meeting cubicles/areas to be proposed by the designer. Each area should have;

- a) 1 meeting table
- b) 4 comfortable chairs
- c) semiprivate partitions for privacy (not completely covered)
- d) co-branding space on the partition or name plate to display exhibitor name, logo and graphics.
- e) Universal electric plug points for each meeting table
- f) The chairs and tables should fit to the overall colour scheme and design used in the stand.
- g) Should include lockable drawers in each meeting table. Individual keys for each lock at the meeting table must be provided.
- h) Measurements of one cubicle 1450mm length x 1200mm width x 1800mm height
- i) Table Measurement: 600mm diameter
- j) Meeting tables should be arranged in a logical manner and space utilised to allow adequate space for easy movement.
- k) All measurements should be included in the design.

3.2.2. VIP Meeting Room x1

- Location on the first floor with a minimum of 4-5 individuals to be accommodated within this room.
- Furniture: 2-seater sofas, 1 seater sofa, 1 coffee table, and 1 side table
- Lockable door and air- conditioning for temperature control and air circulation. The room should be neatly decorated by Maldivian photos and souvenirs.
- Should include universal electric plug points.
- All measurements should be included in the design

3.2.3. Bar counter

- a) A counter should be used as a serving area for coffee/ tea and snacks on the Mezzanine floor.
- b) Should include an area for the coffee machine and water dispenser.
- c) 4 Bar stools

- d) Staff assigned from the stand constructor side to assist at the bar counter for all days of the fair.
- e) All measurements should be included in the design

3.2.4. Balcony (OPTIONAL)

- a) There should be a balcony facing to the reception and the main entrance

3.2.5. Roofing (OPTIONAL)

3.2.6. Waiting area (OPTIONAL)

- a) This area is to be used by the visitors waiting for meetings

3.3. Displays

- a) Installation of a curved LED Hanging screen, above the information counter facing the main aisle, which will serve as a dynamic element, showcasing our unique products and experiences, enhancing the overall aesthetic appeal of the stand.
 - i) Should be a standalone element which adds to the attractiveness of the stand.
 - ii) Needs to be placed above the stand at the maximum height according to the guidelines by the fair organisers.
 - iii) The orientation should be adjustable.
 - iv) The LED Screen should be placed in a manner where it is visible and there is no obstruction to the visitor when viewing.
 - v) Should provide adequate sound.
- b) Incorporate a Digital Interactive Kiosk near the information counter, to virtually experience the Maldives products and activities (sustainable activities, eg: coral gardening, surfing, luxury products, eg: bubble tent etc.). The display should be a touch screen where the experiences and activities can be clicked and zoomed into. The Digital Interactive Kiosk will also have a headphone for visitors to listen to the Sounds of Maldives (eg; local music, waves etc.)
- c) Digital information kiosk with touch screen to be placed right next to the main information counter to display co-exhibitor layout (for visitors to easily

check the location of the co-exhibitor counters/B2B tables) digital promotional brochures and relevant information.

- d) The display area should be adjustable.
- e) In addition to the above, relevant photos, decorative materials and equipment can be used in the design according to the overall theme to enhance the quality of the stand.

3.4. Stand Name

- a) Name of the Stand should be “Maldives” with the logo (Annex D) which should be visible from all sides. Maximum visibility of the stand name should be provided.
- b) A hanging banner with the Maldives logo (As per Appendix D) visible from all the sides needs to be placed above the stand.
- c) Maldives branding (As per Appendix D) should be visible at prominent locations within the stand incorporated to the overall stand design.

3.5. Lighting

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

3.6. Additional Services

- a) Should provide a coffee machine (with sugar, milk, coffee capsule) with at least 300 paper cups per day. (No single use plastic)
- b) Should provide a water dispenser for the fair duration with at least 300 paper cups. (No single use of plastic). The water dispenser should be refilled on all fair days.
- c) Should provide adequate dustbins at the stand and the garbage should be disposed of on all fair days.
- d) Should provide daily cleaning and garbage disposal services for the fair duration.
- e) Touched surfaces of the stand should be regularly cleaned during the fair days.
- f) Should provide hand sanitizers at the stand.

- g) A focal point should be present during the fair times to assist with any issues that may arise.
- h) Should have a first aid box placed in the storage area.

4. ADDITIONAL CONDITIONS AND REQUIREMENTS

- a) The design should be in conformity to the Maldives Stand concept and Design Requirement and Stand Building Regulations set by ITB BERLIN 2024, Fair organisers (<https://www.itb.com/en/>)
- b) It is the duty of the Selected Party to meet specific requirements of the ITB BERLIN Fair organisers, so that the Stand receives due recognition from the organiser and public.
- c) 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.
- d) All documentations necessary for Stand design approval should be submitted by the Selected Party before the deadline specified by the ITB BERLIN 2024, Fair organisers.
- e) All measurements of objects and distances should be clearly marked from point to point on the drawing.
- f) All the graphics shall be provided by MMPRC.
- g) Complete construction and handover of the finished stand 24 hours before the opening time of the fair.
- h) Any cost which may arise outside of the above quotation shall be borne by the Selected Party.
- i) Sufficient amount of lighting (where required) should be used when designing the Stand.
- j) Additional covid-19 protection and safety gears at the stand.
- k) The fair organisers only allow prefabricated design.
- l) 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, 2nd Floor,
 Boduthakurufaanu Magu, Male'
 Republic of Maldives

Dear Sir,

Sub: Proposal to design and construct the Maldives Stand at ITB BERLIN 2024

Having examined all the information provided, we the undersigned offer to design and construct the Maldives Stand at ITB BERLIN 2024 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 BERLIN 2024			
Added options should be included in this table			
Contract Price(\$)			

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



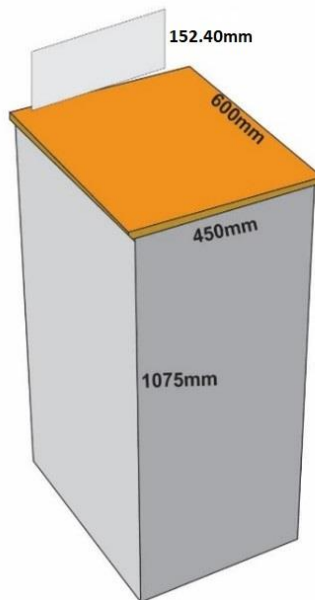
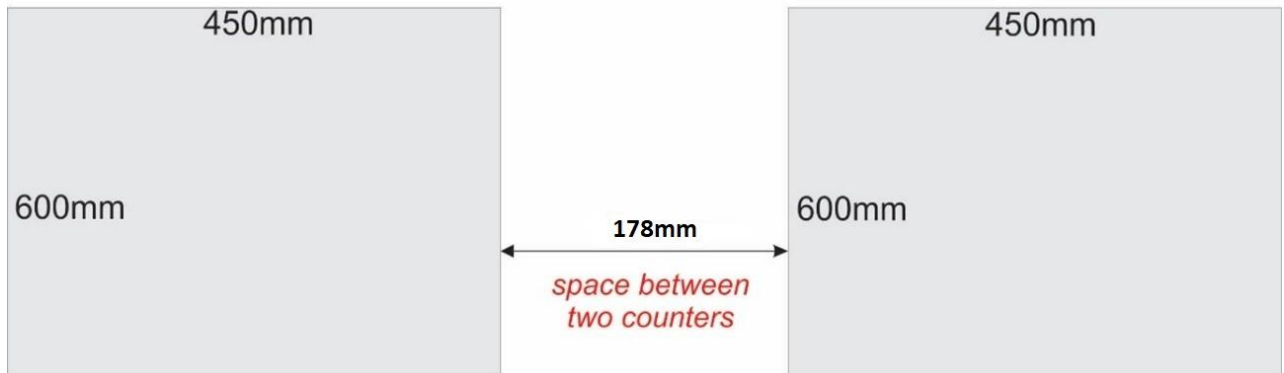
Section 7 - Measurements

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



Section 8 - Submission Checklist

SUBMISSION CHECKLIST FOR ITB BERLIN 2024 STAND DESIGN & CONSTRUCTION					
#	SUBMISSION OF DOCUMENTS	OUTCOME			
1	Cover letter				
	Is the cover letter submitted in the format given	Yes	Qualified	No	Disqualified
2	Contract price				
	Does the quoted contract price have a cost breakdown of the construction of the stand?	Yes	Qualified	No	Disqualified
3	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
4	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 (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
5	Past experience letters				
	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

REQUIREMENT CHECKLIST FOR ITB BERLIN 2024 STAND DESIGN & CONSTRUCTION		To be Checked by Bidder	
#	REQUIREMENT	(✓) Bidder	(✓) MMPRC
Ground Floor			
1	Counters		
	Separate lockable counters		
	90 counters		
	width of the counter (450mm and a length of 600mm)		
	Counter height (1075mm from the floor.)		
	Counter dividers height be 152.40mm		
	Co-exhibitor names on the front of the counters		
	Space between counters (178mm)		
	Counter stools		
	Universal Electric plug points		
2	Information Counter x2		
	Reception desk with shelves and two lockable drawers		
	3 Stools		
	Universal Electric plug points		
3	Storage Room x2		
	Lockable storage within ground floor of 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.		
	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		

3	VIP Meeting Room x1		
	2 seater sofas, 1 seater sofa, 1 coffee table, and 1 side table		
	Lockable door and air- conditioning		
	Universal Electric plug points		
4	Cloak Room x1		
	Cloak room should be lockable with hooks and hangers to hang jackets. Approximately 180 hangers should be provided		
	Universal Electric plug points		
6	Industry VIP meeting areas x4		
	Location on the ground floor with a minimum of 6-8 individuals to be accommodated within this room		
	Accessible from aisle		
	2x2 seater sofas, 1 seater sofa, 1 coffee table, and 1 side table		
	Lockable door and air- conditioning		
	Universal Electric plug points		
7	General Meeting Area (Floating Tables)		
	6-8 meeting tables that aligns with the safety guidelines provided by the fair organizer		
	4 chairs per table		
	Table Measurement: 600mm diameter		
	Universal Electric plug points		
8	B2B Meeting table area		
	1 meeting table		
	4 comfortable chairs		
	Universal electric plug points for each meeting table		
	lockable drawers in each meeting table		
	Measurements of one cubicle 1450mm length x 1200mm width x 1800mm height		
	Table Measurement: 600mm diameter		
9	Bar Counter x1		
	counter should be made as a serving area of coffee/tea and snacks on the ground floor		
	Should include an area for the coffee machine and water dispenser		
	4 Bar stools		
9	Kitchen		
	A lockable kitchen with bar counters		

	one sink with wastewater drainage		
	lockable cupboards as storage		
	Universal Electric plug points		
	Dustbins		
10	Kitchen		
	two staircases to climb up to the first floor as per the safety and guidelines requirement of the fair organizers		
11	Interactive Experiential Zone		
	touch screen display, wireless headsets to enhance the visitors experience		
	Universal Electric plug points		
12	Activity Area		
	lockable counter, storage space, hot plate for cooking		
	Universal Electric plug points		
Mezzanine Floor			
13	B2B meeting table area		
	1 meeting table		
	4 comfortable chairs		
	Universal Electric plug points for each table		
	Lockable drawers in each meeting table		
	Measurements of one cubicle 1450mm length x 1200mm width x 1800mm height		
	Table Measurement: 600mm diameter		
13	VIP Meeting Room x1		
	Location on the ground floor with a minimum of 4-5 individuals to be accommodated within this room		
	2 seater sofas, 1 seater sofa, 1 coffee table, and 1 side table		
	Lockable door and air- conditioning		
	Universal Electric plug points		
14	Bar counter		
	4 Bar stools		
15	Displays		
	curved LED Hanging screen		
	Digital Interactive Kiosk near the information counter		
	Digital information kiosk with touch screen to be placed right next to the main information counter		
16	Stand Name		
	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.		
10	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.		
11	Additional Services		
	Coffee Machine with at least 300 cups per day (Sugar, Milk, Coffee capsules)		
	Water Dispenser for the fair duration with at least 300 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		
	A focal point should be present during the fair times to assist with any issues that may arise.		
	Hand sanitizers		
	First aid box		