



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

**REQUEST FOR PROPOSALS (RFP)**  
**FOR THE PURPOSE OF HIRING A PARTY TO ORGANIZE AND MANAGE “MALDIVIAN  
EVENING” DURING ITB BERLIN 2024**

**28<sup>th</sup> January 2024**

<b>Section 1 - Instruction to Tenderers</b>		
<b>1.</b>	<b>General</b>	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2024/03
1.2	Announcement Date:	28 <sup>th</sup> January 2024
1.3	Project:	FOR THE PURPOSE OF HIRING A PARTY TO ORGANIZE AND MANAGE “MALDIVIAN EVENING” DURING ITB BERLIN 2024
1.4	Registration Deadline (Date & Time)	4 <sup>th</sup> February 2024 via E-Mail, before 1300 hours (MALDIVES LOCAL TIME)
1.5	Submission Deadline (Date & Time)	8 <sup>th</sup> February 2024 via E-Mail, before 1400 hours (MALDIVES LOCAL TIME)
1.6	Bid Addressed to	Mr. Hassan Shaheel General Manager, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 2nd Floor, Boduthakurufaanu Magu, Male’ Republic of Maldives Email: <a href="mailto:tender303@visitmaldives.com">tender303@visitmaldives.com</a>
<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. 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	<b>Amendments to Tender Documents</b> (a) At any time prior to the deadline for submission of Tenders, MMPRC may amend the Tendering Document by issuing addenda. (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	

	(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
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>4<sup>th</sup> February 2024 before 1300 hrs. (Maldives Local Time).</b></p> <p><b>Company name:</b></p> <p><b>Contact person name:</b></p> <p><b>Email:</b></p> <p><b>(Only registered parties shall be eligible to submit the proposal.)</b></p>
2.4	<p><b>Pre-bid meeting / Info Session: 4<sup>th</sup> February 2024, 1400 hrs. (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:</b></p> <p><b>6<sup>th</sup> February 2024 before 1400 hrs. (Maldives local time)</b></p> <p>(Maldives local time)</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, 2<sup>nd</sup> Floor, H. Zonaria, Male’</p> <p><b>Date: 8<sup>th</sup> February 2024</b></p> <p><b>Time: Before 1400 hrs. (Maldives local time)</b></p> <p>Email: <a href="mailto:tender303@visitmaldives.com">tender303@visitmaldives.com</a></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. Preparation of Tenders</b>	
3.1	Each Respondent shall submit a single proposal with alternative options.
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> Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in <b>English</b>, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.3	<p><b>Documents Comprising the Tender</b></p> <p><b>3.3.1 Cover Letter as per section 5</b></p> <ul style="list-style-type: none"> <li>- The Tender proposal <u>will be disqualified</u> if the document is not submitted as per the RFP.</li> <li>- The cover letter should be signed by an authorized signatory and the name of the signatory included.</li> <li>- The cover letter should be stamped.</li> </ul> <p><b>3.3.2 Detailed cost breakdown</b></p> <ul style="list-style-type: none"> <li>- Tender proposal <u>will be disqualified</u> if the document is not submitted as per the RFP.</li> <li>- Contract Price shall include detailed cost breakdown (services &amp; equipment, etc.) of all the components stated in the scope of work.</li> <li>- All calculations and costing should be in US Dollars.</li> </ul>

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

- Tender proposal **will not be eligible** if the document is not submitted as per the RFP.
- The company registration certificate must be valid, and it should not have expired at the time of submission.
- 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.
- In the event where joint ventures or parent/subsidiary companies are submitting proposals, a legally binding document stating their relationship shall be submitted. This document must be stamped by both parties or signed by both parties with name and designation.

**3.3.4 Profile of the Tenderer**

- **Marks will be deducted** if the document is not submitted or is not submitted as per the RFP.
- Profile of the tenderer should include the following;
  - The organizational capacity (no off staff+ nature of work + no of years in service).
  - Proposed team (This team should consist of a dedicated Team leader)
  - Services offered directly by the company.

**3.3.5 Concept**

- Marks will be deducted if the document is not submitted or is not submitted as per the RFP.
- The bidder that submits the most comprehensive concept and includes all the requirements as per section 3 will receive full marks. Concept should include the following.
  - a) Details of concept
  - b) Decorations details
  - c) Giveaways
  - d) Services offered during Maldivian evening.

- e) Dinner menu
- f) Beverage menu

### 3.3.6 Past experience

- Tender Proposal **will be disqualified** if no relevant past experience letter or email is submitted as per the RFP.
- Past experience should 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 Letter or email should contain the contact number or email address of the contractor the tenderer has worked with, for further reference.
- The letters or email should clearly mention the type of work undertaken for the clients.
- Work order forms, agreements or award letters will not be considered as past experience letters.

### 3.3.7 Proof of financial capability

- Tender proposal **will be disqualified** if the document is not submitted as per the RFP 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"> <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>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 disqualified by MMPRC in the evaluation process.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.5	<b>Tender Security (If required): Not Applicable</b>
3.6	<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 3.3, and clearly mark it "Original". Alternative Tenders, if permitted in accordance with clause 3.10, shall be clearly marked "Alternative".</p>
3.9	<p><b>Taxes</b></p> <p>a) All Bidders shall quote the prices inclusive of Taxes.</p>
3.10	<p><b>Alternative Tenders</b></p> <p>It is permitted to submit Alternative Tenders.</p>
3.11	<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> <ul style="list-style-type: none"> <li>(a) they have a controlling partner in common; or</li> <li>(b) they receive or have received any direct or indirect subsidy from any of them; or</li> <li>(c) they have the same legal representative for purposes of this Tender; or</li> </ul>

	<p>(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or</p> <p>(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or</p> <p>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</p> <p>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</p>
3.12	<p>The Bidder shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid. The Bidder shall not have any commercial mutual benefits with other Bidder(s) submitting the Bids on the date of submission of the Bid.</p>
3.13	<p><b>Authorization</b></p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	<p><b>Submission and Opening of Tenders</b></p>
4.1	<p><b>Deadline for Submission of Tenders</b></p> <p>(a) Tenders must be received by MMPRC at the address or by email and no later than the date and time mentioned in clause 2.6 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.2	<p><b>Late Tender</b></p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 1.5 Any Tender received</p>



	by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.
4.3	<b>Withdrawal and Re-submission</b> The Respondents may withdraw at any time before the Proposal Due Date.
4.4	<b>Best Value Selection and Negotiation</b> MMPRC may select the response(s) which demonstrates the best overall value, including proposed alternatives that will achieve the goals of MMPRC. MMPRC and a selected bidder may negotiate a change in element of contract performance or cost identified in the original proposal or the selected bidder's response which results in lower costs or more cost effective or better value than was presented in the selected bidder's original value.
<b>5</b>	<b>Disqualification</b>
5.1	MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds; <ul style="list-style-type: none"> <li>a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.6) in accordance with this RFP;</li> <li>b) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information</li> <li>c) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC</li> <li>d) Any Proposal that is received after the Proposal Due Date</li> <li>e) Pending, active, or previous legal action by/ against a Tenderer /Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or</li> <li>f) If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or MMPRC</li> </ul>
<b>6.</b>	<b>Evaluation</b>
6.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
6.2	To assist in the examination, evaluation, and comparison of Bids, MMPRC may, at its discretion, ask any Bidder for clarification of its Bid. The

	request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Bids.
6.3	From the Bid Due Date until the issue of the Letter of Award, if any Bidder wishes to contact MMPRC on any matter related to the Bid or the Bid Process, it should be done in writing.
6.4	Any effort on the part of the Bidders to influence MMPRC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Bidder's Bid.
<b>7.</b>	<b>Tender Security and Performance Guaranty (Not applicable)</b>
<b>8.</b>	<b>Advance Payment - (applicable) Advance Payment Guaranty (Not applicable)</b>
<b>9.</b>	<b>Award of Contract</b>
9.1	MMPRC will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive and has the highest score (the "Selected Respondent").
9.2	The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent's address, or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.
9.3	If the Selected Respondent fails to sign the Agreement within the period prescribed in the Letter of Award, MMPRC shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents or annul the Tender Process.
9.4	MMPRC reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for MMPRC's action.
9.5	Upon MMPRC's request, the Selected Respondent shall provide any component missing from the proposed design as per the specification and scope provided by MMPRC in Appendix A of this RFP, without any additional cost.
<b>10</b>	<b>Penalty &amp; Contract Termination</b>

10.1	<b>Penalty</b> MMPRC shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.
10.2	<b>Contract Termination</b> If the Selected Party fails to carry out any obligation under the Agreement, MMPRC may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.

<b>Section 2 - Evaluation Criteria</b>		
<b>Area</b>	<b>Details</b>	<b>Marks</b>
Contract price	The Tenderer proposing the lowest “Contract Price” shall receive a maximum mark of Fifty (50), and for remaining proposals marks will be allocated on pro rata basis.	50
Company Profile	Marks will be given considering the below mentioned points; <ul style="list-style-type: none"> <li>a) The organizational capacity (no off staff+ nature of work + no of years in service).</li> <li>b) Proposed team (This team should consist of a dedicated Team leader)</li> <li>c) Services offered directly by the company.</li> </ul>	10
Concept	The bidder that submits the most comprehensive concept and includes all the requirements will receive full marks. <ul style="list-style-type: none"> <li>a) Details of concept</li> <li>b) Decorations details</li> <li>c) Giveaways</li> <li>d) Services offered during Maldivian evening.</li> <li>e) Dinner menu</li> <li>f) Beverages menu</li> </ul>	30
Past Experience	Marks for experience with related works will be given as mentioned below. <ul style="list-style-type: none"> <li>a) 3 Projects : 10 Marks</li> <li>b) 2 Projects: 6 Marks</li> <li>c) 1 Project: 3 Marks</li> </ul> Marks will be awarded based on the work mentioned in the reference letters or emails and their relatedness to the scope of work mentioned in the RFP. If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.	10
	<b>TOTAL</b>	<b>100</b>

<b>Section 3 - Scope of Work</b>	
1.	<p><b>PROJECT</b></p> <p>To organise and manage “Maldivian Evening” during ITB-Berlin for the year 2024 as per the requirement and guidelines given by Maldives Marketing &amp; Public Relations Corporation.</p>
2.	<p><b>BACKGROUND AND OBJECTIVES</b></p> <p>“Maldivian Evening” is a gala evening hosted by the MMPRC (the National Tourism Promotion Body of the Maldives) and the Maldives tourism industry partners for the German and international partners. The objective of the evening is to engage in networking and express gratitude to both the German and international travel trade and travel industry for their steadfast support to Maldives tourism. Maldivian evening is held every year coinciding with ITB Berlin which is the World’s leading Travel Trade Show held annually in Berlin, Germany. ITB is also the largest tourism gathering of the Maldives with a large number of industry stakeholders in attendance.</p> <p>The following services are required to manage and organize the event. The estimated number of attendees is 500. The details are provided below in the scope of work.</p>
3.	<p>The selected party should organise and manage “Maldivian Evening” during ITB-Berlin for the year 2024 as per the requirement and guidelines given by Maldives Marketing &amp; Public Relations Corporation.</p> <p>Theme of the evening should be Maldives culture &amp; tradition inspired. All the decorations need to be done according to the mentioned theme including backdrop. Decorations are not limited to palm trees, lighting, traditional handicraft inspired elements for props that can be used by the invitees, photo props, etc. Also, at the same time, Maldives branding should be included in the decoration.</p> <p><b>3.1 Name of the event: Maldivian Evening 2024</b></p> <ol style="list-style-type: none"> <li>1. Theme: Maldives culture &amp; tradition inspired</li> <li>2. Date: 5th March 2024, Tuesday</li> <li>3. No. of Pax: 500</li> </ol>

### 3.2 Cost Breakdown

1. The cost breakdown of the total price for the two options given below should be included. Anything that is not included in the requirement should be pre-approved.

#### 3.3.1 Option 01

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

b) Venue:

1. An ideal venue for the event should be provided. The event hall should have the capacity to accommodate all the invitees in one room.

2. Capacity: 500 pax

3. Should have a performance area for dance, cultural activity, band, thematic setting, buffet style serving, photo backdrop, dance floor.

4. Should be able to provide Maldivian Authentic food items at the buffet as per the menu provided by MMPRC.

5. The kitchen should be accessible to a Maldivian certified chef/sous chef to oversee the production of the menu provided for the event

6. Required Executive chef and our gastronomy team should be able to work together with the kitchen to provide authentic Maldives cuisine in the production catering

7. Preferably an indoor smoking area

8. The location should be easily accessible (preferably close to the ITB Berlin fairgrounds)

9. Should propose 03 location options for the event.

c) Welcome cocktails / drinks / canapés

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

2. Enough waiters to serve the VVIP tables (approximately 4-6 tables)

d) Dinner (per head)

1. Dinner (Buffet) for a maximum of 500 people.

2. 02 Menu options should be provided. All options should include items mentioned in the clause 3.i

3. Menu provided by MMPRC.

i) Maldivian Evening Event Menu proposed by MMPRC

Menu - Maldivian Name	Menu - English Name	Ingredients provided from MMPRC
<b>Starters</b>		
Kulhi Baippen Shots	Spicy Rice Porridge Shots	
Kulhi Kaajaa topped with baraboa mashuni mousse canape	Tuna Tortilla chips with Pumpkin tuna salad mousse	<ol style="list-style-type: none"> <li>1. Tuna Tortilla Chips</li> <li>2. Tuna cans</li> </ol>
<b>Sides</b>		
Lonumirus fihunumas with Rihaakuru & coconut mousse whip	Grilled reef fish in Maldivian spicy chillie with Fish paste & coconut mousse whip	<ol style="list-style-type: none"> <li>1. Maldivian Spicy Chillie paste</li> <li>2. Fish paste (Rihaakuru)</li> </ol>
Mudikaashi Satani	Sprouted Coconut Salad	<ol style="list-style-type: none"> <li>1. Sprouted Coconut (Mudikaashi)</li> </ol>
<b>Mains</b>		
Garudhiya risotto with fihunumas and lonumirus crumbs and thelulifai	Traditional Maldivian fish soup risotto with grilled fish in spicy Maldivian breadcrumbs with fried moringa leaves	<ol style="list-style-type: none"> <li>1. Tuna</li> <li>2. Maldivian Spicy Chillie paste</li> <li>3. Fried Moringa leaves (Theluli fai)</li> </ol>
Aluvi Kirugarudhiya creamy pasta topped with copyfathu stani	Creamy pasta in potato thick gravy topped with Collard green salad	<ol style="list-style-type: none"> <li>1. Collard Green (Copyfai)</li> </ol>
<b>Dessert</b>		
Raanbaafai crepe served with rose syrup cremuex with candied Kanamadhu	Pandan leaves crepe served with rose syrup cremuex with candied sea almond	<ol style="list-style-type: none"> <li>1. Rose syrup</li> <li>2. Candied sea almond</li> </ol>
Baraboa Haluvaa	Pumpkin Halwa	
<b>Note: The recipes will be shared with registered bidders after the information session.</b>		
ii) The kitchen should be accessible to a Maldivian certified chef/sous chef to oversee the production of the Maldivian menu required for the event		

iii) Required Executive chef and our gastronomy team should be able to work together with the kitchen to provide authentic Maldivian cuisine in the production of catering

e) Bar Area

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

f) AV equipment and Sound

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

g) Decoration

1. Decoration of the venue should incorporate the theme and at the same time should include Maldives branding (lights, ambience, photo backdrop, stage backdrop, tabletops, etc)

2. Proper lighting ambience should be provided as part of the decoration

h) Band / Cultural Performance

1. Cultural dance performance will take place at the start of the evening.

2. Maldivian 5-piece band will be performing live

3. Provision and Facilitation of Band equipment where necessary and a focal to assist in technical & electrical set up in collaboration with the performing band appointed by MMPRC.

4. Display of traditional handicrafts activities will take place at the start of the evening

5. Should have adequate space for dance performance

6. Changing room for cultural performers should be provided at the venue

3.3.2 Uniform

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

2. Wait staff who serve during the event should incorporate Maldivian authentic design elements in the uniform. This will be provided by MMPRC

3.3.3 MC



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

#### 3.3.4 Giveaways

1. Giveaways related to the theme should be provided by the selected party. Options to be submitted with the proposal.

#### 3.3.5 Activities

1. The selected party should make arrangements and organise interactive activities hosted by MC (entertainment games) during the Maldivian evening. Options to be submitted with the proposal.

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

3. A Sash to award to the best performers (tentative titles: Mr. Best Moves, Ms. Best Moves and Best costume) should be provided.

4. The 3-4 sashes should be provided by the winning party. The confirmed details/titles of the awards will be provided to the winning party

#### 3.3.6 Concept

1. The concept of the “Maldivian Evening” should be submitted with the proposal.

#### 3.3.7 Other Services

1. If other services are required by MMPRC not within this scope it needs to be agreed between both parties.

#### 3.3.8 Price

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

#### 3.3.2 Option 2

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

b) Venue:

1. An ideal venue for the event should be provided. The event hall should have the capacity to accommodate all the invitees in one room

2. Capacity: 500 pax

3. Should have a performance area for dance, cultural activity, band, thematic setting, buffet style serving, photo backdrop, dance floor.

4. Should be able to provide Maldivian Authentic food items at the buffet.
5. Preferably an indoor smoking area
6. The location should be easily accessible (preferably close to the ITB Berlin fairgrounds)
7. Should propose 03 location options for the event.

c) Welcome cocktails / drinks / canapés

1. We will require waiters to serve the drinks and the canapés.
2. Enough waiters to serve the VVIP tables (approximately 4-6 tables)

d) Dinner (per head)

1. Dinner (Buffet) for a maximum of 500 people.
2. 02 Menu options should be provided.
3. Each option should include at least 2 items which showcases Maldivian cuisine and taste in each section (starters/ sides/ mains/ desserts & drinks)

e) Bar Area

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

f) AV equipment and Sound

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

g) Decoration

1. Decoration of the venue should incorporate the theme and at the same time should include Maldives branding (lights, ambiance, photo backdrop, stage backdrop, tabletops, etc)
2. Proper lighting ambiance should be provided as part of the decoration

h) Band / Cultural Performance

1. Cultural dance performance will take place at the start of the evening.
2. Maldivian 5-piece band will be performing live

3. Provision and Facilitation of Band equipment where necessary and a focal to assist in technical & electrical set up in collaboration with the performing band appointed by MMPRC.

4. Display of traditional handicrafts activities will take place at the start of the evening

5. Should have adequate space for dance performance

6. Changing room for cultural performers should be provided at the venue

#### 3.3.2 Uniform

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

4. Wait staff who serve during the event should incorporate Maldivian authentic design elements in the uniform. This will be provided by MMPRC.

#### 3.3.3 MC

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

#### 3.3.4 Giveaways

2. Giveaways related to the theme should be provided by the selected party. Options to be submitted with the proposal.

#### 3.3.5 Activities

5. The selected party should make arrangements and organise interactive activities hosted by MC (entertainment games) during the Maldivian evening. Options to be submitted with the proposal.

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

7. A Sash to award to the best performers (tentative titles: Mr. Best Moves, Ms. Best Moves and Best costume) should be provided.

8. The 3-4 sashes should be provided by the winning party. The confirmed details/titles of the awards will be provided to the winning party.

#### 3.3.7 Concept

1. The concept of the “Maldivian Evening” should be submitted with the proposal.

	<p><b>3.3.8 Other Services</b></p> <p>1. If other services are required by MMPRC not within this scope it needs to be agreed between both parties.</p> <p><b>3.3.9 Price</b></p> <p>1. The price quoted by the bidder should include all the aforementioned requirements. MMPRC should not be borne to pay any additional charge.</p>
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<b>ANNEX A</b>	
	<p><b>Maldivian Evening</b></p> <p>Date: Tuesday, 5th March 2024   Venue: TBC</p> <p>Time: 1900hrs - 0000hrs</p> <p>Tentative Programme:</p> <p>1900: Arrival of guests</p> <p>Registration at entrance</p> <p>Cocktails + Networking</p> <p>Soft Music</p> <p>2030: Seating of guests</p> <p>2035: Welcome note by CEO &amp; MD</p> <p>2038: Welcome address</p> <p>2043: Cultural Performance &amp; cultural activity</p> <p>2047 Dinner buffet opened</p> <p>2115 Cultural Performance &amp; Live Band</p> <p>2200 Raffle Draw   Games</p> <p>2210 Disco (DJ)</p> <p>0000 End of evening</p>

**Section 4 - Payment terms**

4

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

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

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

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

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

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

<b>Section 5 - Submission checklist</b>					
#	Submission of Documents	Outcome			
<b>5.1.1</b>	<b>Contract price</b>				
	Cover letter	Yes	Qualified	No	Disqualified
	Does the quoted contract price have a cost breakdown?	Yes	Qualified	No	Disqualified
<b>5.1.2</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, proposed team, services offered?	Yes	Marks will be awarded	No	Marks will be deducted
<b>5.1.3</b>	<b>Concept</b>				
	Is the concept submitted?	Yes	Marks will be awarded	No	Marks will be deducted
	Decoration details submitted?	Yes	Marks will be awarded	No	Marks will be deducted
	Giveaway details submitted	Yes	Marks will be awarded	No	Marks will be deducted
	What are the services offered during Maldivian evening (as per section 3)	Yes	Marks will be awarded	No	Marks will be deducted
	Are the dinner menu options submitted	Yes	Marks will be awarded	No	Marks will be deducted
	Are the beverage menu options submitted	Yes	Marks will be awarded	No	Marks will be deducted
<b>5.1.4</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>5.1.5</b>	<b>Past experience letters</b>				
	Are Past experience letters submitted?	Yes	Qualified	No	Disqualified
	Does the past experience letters indicate similar projects?	Yes	Qualified	No	Disqualified
<b>5.1.6</b>	<b>Proof of financial capability</b>				
	Is the bank reference letter or bank statement submitted?	Yes	Qualified	No	Disqualified
	Does the bank reference letter or bank statement have an authorized signature of the bank or bank stamp?	Yes	Qualified	No	Disqualified

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