



MALDIVES MARKETING &
PR CORPORATION
Government of Maldives

REVISED

Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)

TO CONSTRUCT THE MALDIVES STAND AT MATTA 2024, 2025 & 2026

24th February 2024

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2024/5
1.2	Announcement Date:	24 th February 2024
1.3	Project:	TO CONSTRUCT THE MALDIVES STAND AT MATTA 2024, 2025 & 2026
1.4	Registration Deadline (Date & Time)	28 th February 2024, via E-Mail, before 1200 hours (MALDIVES LOCAL TIME) * The proposed design by MMPRC will be shared only with registered bidders.
1.5	Pre-bid meeting / Info Session	28 th February 2024, at 1400 hours (MALDIVES LOCAL TIME)
1.6	Submission Deadline (Date & Time)	02 nd March 2024, via E-Mail, before 1400 hours (MALDIVES LOCAL TIME) Email: Tender404@visitmaldives.com
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
1.8	Fair/ Event Details	
	Name of the Fair	MATTA 2024, Malaysia
	Venue	MALAYSIA INTERNATIONAL TRADE & EXHIBITION CENTRE (MITEC)
	Stand Size	Stand Area: 90 sqm Stand dimension: 15m x 6m (4 sides open) Hall Number: Hall 9 Stand Number: 10L01 (Floorplan attached)
	Dates of the Fair	22 nd March 2024 to 24 th 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	

	<p>the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.</p> <p>b) The Tenderer must provide an English Translation of the company registration certificate, if the original company registration certificate is in any other language., along with the original registration Certificate. And this translation should be signed by authorized signatory.</p>
<p>2.2</p>	<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>
<p>2.3</p>	<p>Registration of Tenderers:</p> <p>To register please email with the following information to procurement@visitmaldives.com com by 28th February 2024 before 1200 hrs. (Maldives Local Time).</p> <p>(Only registered parties shall be eligible to submit the proposal.)</p> <p>Tender Number or Tender Name:</p> <p>Company name:</p> <p>Contact person name:</p> <p>Email:</p>
<p>2.4</p>	<p>Pre-bid meeting / Info Session: 28th February 2024 at 1400hrs (Maldives Local Time).</p> <p>Meeting link (Google Meet) will be shared via email with the registered tenderers only.</p>
<p>2.5</p>	<p>Clarifications of Bidding document, project, scope of works: 29th February 2024 before 1200hrs (Maldives Local Time).</p> <p>Email: procurement@visitmaldives.com</p> <p>CC to shaheel@visitmaldives.com</p>
<p>2.6</p>	<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: 02nd March 2024</p>

	<p>Time: Before 1400hrs (Maldives local time)</p> <p>Email: Tender404@visitmaldives.com</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.
3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal (options may be submitted).
3.2	<p>Cost of Tendering:</p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.3	<p>Language of Tender:</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in English. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.4	<p>Measurements:</p> <p>All measurements shall be expressed in units of the metric system.</p>

3.5 Documents Comprising the Tender:

3.5.1 Cover Letter as per section 2

- The Tender proposal will be disqualified 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.

3.5.2 Quotation

- Tender proposal will be disqualified if the document is not submitted with the tender.
- Contract Price shall include detailed cost breakdown of construction of the stand for each year separately.
- Cost breakdown should be provided separately for each year for all the services, equipment and all structural elements (example; furniture & equipment etc).
- All calculations and costing should be in US Dollars.

3.5.3 Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society/Joint venture/Parent Company

- Tender proposal will not be eligible if the document is not submitted with the Tender.
- In case joint ventures and parent 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.
- If certificates are in other language, English translation should be provided along with copy of original certificate and this translation should be signed by authorized signatory.

3.5.4 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 (Staff and Nature of work)
 - Number of years in operation
 - Services offered by the company
 - Proposed team for this project

3.5.5 Past Experience

- Tender Proposal will be disqualified if the document is not submitted as per the RFP.
- 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 number or email address 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 fair 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"> - 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 elements</p> <ul style="list-style-type: none"> - The tender proposal should be submitted for the proposed design by MMPRC. - If the tenderer is proposing the same stand elements as per the design provided by MMPRC this has to be mentioned on the proposal. - If the proposed stand elements (example; furniture & equipment etc) are not similar to the proposed design by MMPRC, the best alternative options should be provided for MMPRC to select. This should be included in the proposed contract price for this project. - Tender proposal will be <u>disqualified</u> if the document is not submitted with the tender. <p>3.5.8 Requirement checklist.</p> <ul style="list-style-type: none"> - The requirements checklist will be shared only with the registered bidders. - Tender proposal will be <u>disqualified</u> if the document is not submitted with the proposal.
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</p>

	Tenders, if permitted in accordance with clause 3.11, shall be clearly marked "Alternative".
3.9	<p>Budget</p> <p>The Tenderer must propose a contract price.</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>
3.10	<p>Taxes</p> <p>a) All Bidders shall quote the prices inclusive of Taxes</p>
3.11	<p>Alternative Tenders:</p> <p>It is permitted to submit Alternative Tenders.</p>
3.12	<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</p>

	<p>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>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 contract performance or cost identified in the original proposal or the selected Tenderer's response which results in lower costs or more cost</p>

	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	<p>As consideration for the design and construction of the Maldives Stand at the MATTA 2024 the Selected Respondent/Contractor shall be compensated in the manner provided below;</p> <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 Respondent/Contractor, within 30 working days after the commencement of the work and upon submission of the invoice and, - 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 Fifty (50), and for remaining proposals marks will be allocated on pro rata basis.	50
Proposed stand elements	<p>The marks for the proposed stand elements will be given considering the below mentioned.</p> <ul style="list-style-type: none"> - If the tenderer is proposing the same stand elements as per the design provided by MMPRC this has to be mentioned on the proposal. - If the proposed stand elements (example; furniture & equipment etc) are not similar to the proposed design by MMPRC, the highest marks will be awarded to the best similar alternative options provided. 	25
Requirement checklist	The highest marks for this category will be awarded to the bidder who meets maximum requirement set forth in the checklist as per the scope of work.	10
Past Experience	<p>Marks for experience with related works will be given as mentioned below.</p> <ul style="list-style-type: none"> a) 3 Projects: 10 marks b) 2 Projects: 6 marks c) 1 Project: 3 marks <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> <ul style="list-style-type: none"> 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 	5
	TOTAL	100

SECTION 1- SCOPE OF WORK:

SCOPE & SPECIFICATIONS

- 1.1. Main scope of the project is to construct a functional Stand for Maldives according to the design shared by MMPRC, and in accordance with the Regulations set by MATTA Fair organisers (Refer to organiser's official website (<https://mattafair.org.my>)). **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.**
- 1.2. In addition, the scope of the works shall include;
 - 1.2.1. The construction of the Stand to agreed conceptual design proposal (which will be provided), and the construction of the Stand at the site provided to MMPRC by MATTA fair.
 - 1.2.2. 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.
 - 1.2.3. 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.
- 1.3. Interested parties need to submit the estimated cost to construct the Maldives stand in the design shared by MMPRC at MATTA Fair **2024, 2025 & 2026.**

2. ELEMENTS OF THE STAND DESIGN

- 2.1. MATTA Fair is the number one Consumer Travel Fair in Malaysia and this fair will help boost Maldives visibility and maintain our destination presence in the ASEAN market.

3. STAND REQUIREMENTS

- Consideration should be given to safety & preventive measures set out by the fair organiser.
- The stand should have a sustainable factor meaning the components that are used in the stand should be re-usable.
- Having the sustainability component in the stand construction would be given priority.

- Stand construction should be in accordance with the measurements stated below;
 - 90 sqm
 - 4 sides open stand.
 - Overall height should be in accordance with the guidelines given by MATTA organisers.
 - The furniture and decorative items used should be according to the design shared by MMPRC to bring out the beauty of the destination.
 - The measurements given in specific areas should meet the criteria. All furniture/equipment requirements are stated under each item.
 - The height of the elevation would also be mentioned in the shared stand design. Hence, proper safety measures should be taken as well by the stand constructors when building the stand.
 - Interior Components such as the pillars and the door frame should be as per the design provided.
 - The flooring should be as per the design provided. Materials used for flooring should also be provided. The colour scheme should match the design provided.
 - The thatched roofing should be as per the design provided.
 - All measurements within the stand, including tables, chairs and other elements should be in accordance with the design provided by MMPRC.

3.1. Co-Exhibitor Tables

- The co-exhibitor tables should be as follows;
 - The measurement for the Co-Exhibitor tables should be as per the design provided.
 - Should include co-exhibitor tables as per the design provided.
 - Should include seating arrangement as per the design provided.
 - Should include LED screens for each co-exhibitor table as per the design provided.
 - Should include USB plug points in the LED screens.
 - Should display co-exhibitor names on the front of the table.
 - Should include universal electric plug points in each table.
 - Should include lockable drawers in each table. Individual keys for each lock at the table must be provided.
 - Colours of all the elements should be in accordance with the design provided.
 - The measurements for the co-exhibitor tables would be shared by MMPRC with the stand design along with the arrangement details.
 - Details of all the materials (fabric, wood, etc) should be provided by the bidder.

3.2. Main Information Counter

- The counter should include all the components as below;
 - Information counter should be placed at the front of the stand as per the design.
 - Information counter should have shelves and lockable drawers to store promotional materials.
 - The counter shape should be as per the design and measurements given by MMPRC;
 - a) For 2 persons to comfortably use the counter space at the same time.

- b) Be appropriate and spacious to display approximately 5 different types of print materials,
 - c) To place 2-3 types of giveaways
 - d) For 2-3 types of local food items to be displayed on the counter
- Visit Maldives logo to be placed in front of the information counter as per the design
 - Furniture: 02 comfortable stools for the representatives on the information counters
 - Should include universal electric plug points.
 - Colours of all the elements should be in accordance with the design provided.
 - Details of all the materials (fabric, wood, etc) should be provided.

3.3. Storage Room

- A lockable storage should be within the Stand to store promotional materials, should have enough space to accommodate boxes and hand carry trolley luggage.
- The measurement for the lockable storage should be as per the design.
- 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.
- The conceptual design will be provided to the constructors.
- Should have adequate space for coffee machine and water dispenser

3.4. Meeting Area (Floating Tables)

- 3.4.1 The measurement for the Meeting Area should be as per the design provided along with the arrangement provided.
- 3.4.2 The meeting tables should be the same as the provided design of the stand with ample space in between each table which aligns with the shared design.
- 3.4.3 There should be 3 tables.
- 3.4.4 There should be 4 chairs per table.
- 3.4.5 Should include universal electric plug points for each table.
- 3.4.6 Colours of all the elements should be in accordance with the design provided.
- 3.4.7 Details of all the materials (fabric, wood, etc) should be provided.

3.5. Display area for cultural artefacts

- 3.5.1. The measurement and design for the Display area should be as per the stand design along with the arrangement details.
- 3.5.2. A space for information signage should be identified in order to add details of the cultural artefacts displayed.
- 3.5.3. Colours of all the elements should be in accordance with the design provided.
- 3.5.4. Details of the display (type of glass, wood, etc) should be provided.

3.6. LED Display at the front of the stand

- 3.6.1. The measurement and design for the LED display should be as per stand design provided
- 3.6.2. LED Screen with USB port should be on display facing the main entrance of the stand. The Installation of a LED screen, near the information counter facing the main aisle, which will serve as a dynamic element, showcasing our destination and experiences, enhancing the overall aesthetic appeal of the stand.
- 3.6.3. This would be a standalone element which adds to the attractiveness of the stand.
- 3.6.4. Specifications of the LED display should be provided (eg: Sound, wifi) Should provide adequate sound.

3.7. Floating table area TV/Screen

- 3.7.1. There should be a TV/Screen provided as per the design provided.
- 3.7.2. Specification of TV/Screen should be provided, and should include audio.
- 3.7.3. Should include a USB port in the TV/Screen

3.8. Stand Name

- 3.8.1. The Hanging Maldives logo (As per Appendix D) visible from all the sides of the stand needs to be placed above the stand at the maximum height.

3.9. Lighting

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

3.10. Maldives Map

- 3.10.1. Map of Maldives should be placed as per the design provided.

3.11. Flag Post

- 3.11.1. A flag post should be provided and placed as per the design
- 3.11.2. Maldives flag should be placed. (details of the flag and pole should be provided)

3.12. Additional Services

- 3.12.1. Should provide a coffee machine (with sugar, milk, coffee capsule) with at least 100 paper cups per day. (No single use plastic)
- 3.12.2. Should provide a water dispenser for the fair duration with at least 100 paper cups per day. (No single use of plastic). The water dispenser should be refilled on all fair days.
- 3.12.3. Should provide adequate dustbins at the stand and the garbage should be disposed of on all fair days.
- 3.12.4. A focal point should be present during the fair times to assist with any issues that may arise.
- 3.12.5. Should provide daily cleaning and garbage disposal services for the fair duration and provide hand sanitizers at the stand.

3.12.6. Should have a first aid box placed in the storage area.

4. **ADDITIONAL CONDITIONS AND REQUIREMENTS**

- 4.1. The stand construction should be in conformity to the shared design by MMPRC and and Stand Building Regulations set by MATTA fair organisers (Refer to organiser’s official website)
- 4.2. It is the duty of the Selected Party to meet specific requirements of the MATTA Fair, 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 the graphics shall be provided by MMPRC.
- 4.5. Complete construction and handover of the finished stand 24 hours before the opening time of the fair.
- 4.6. Any cost which may arise outside of the proposed contract price shall be borne by the Selected Party.
- 4.7. Sufficient amount of lighting (where required) should be used when constructing the Stand.
- 4.8. The fair organisers only allow pre-fabricated design.
- 4.9. The price quoted by the bidder should include all the aforementioned requirements as per the design shared by MMPRC and the stand requirements in the scope of work. MMPRC should not be borne to pay any additional charge

Section 2 - 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 construct the Maldives Stand at MATTA 2024, 2025 & 2026.

Having examined all the information provided, we the undersigned offer to construct the Maldives Stand at MATTA fair 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 breakdown of the Contract Price is provided below;

Year	Price excluding Tax (\$)	Tax (\$)	Total Price (\$) / Year
MATTA 2024			
MATTA 2025			
MATTA 2026			
Total 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 3 - MALDIVES LOGO



Section 4 - FLOOR PLAN

MATTA FAIR 2024
HALL 9 - HALL 11, LEVEL 3 (TOP FLOOR)
MALAYSIA INTERNATIONAL TRADE & EXHIBITION CENTRE (MITEC)
22nd - 24th MARCH 2024



PROJECT TITLE	
MATTA FAIR 2024	
SITE ADDRESS	
MALAYSIA INTERNATIONAL TRADE & EXHIBITION CENTRE (MITEC)	
CITY/COUNTRY	
KUALA LUMPUR, MALAYSIA	
CLIENT	
MATTA	
CLIENT APPROVAL	DATE
DRAWING TITLE	SCALE
HALL 9 - HALL 11 LAYOUT PLAN	A3 1 : 700 A4 1 : 1000
RESPONSIBLE ENGINEER	
MONG	
DRAWN BY	DATE
ARI	26102023
CHECKED BY	DATE
YK	26102023
DRAWING NO.	REVISION
DWG 003	R04-312012023-ARI R05-11012023-ARI R06-02012024-ARI R04-08012024-YK
REMARKS	

VENUE LEGEND :

HR	HOSE REEL	NON BUILD AREA
BG/FA	BREAKING GLASS & FIRE ALARM	PILLAR 1850MM x 1850MM
FE	FIRE EXTINGUISHER	HR
DB	DB BOX	II
MAXIMUM LOADING 50K/N		
MAXIMUM BOOTH HEIGHT 5M		

Total of 396 nos. 3M X 3M

© Reserve
 Number Title : SYBFA35 - 04

DATE DATE
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Section 5 - Submission Checklist

SUBMISSION CHECKLIST FOR MATTA 2024 STAND DESIGN & CONSTRUCTION					
#	SUBMISSION OF DOCUMENTS	OUTCOME			
1	Cover letter				
	Is the cover letter submitted in the format given (as per section 2)?	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/email submitted?	Yes	Qualified	No	Disqualified
	Have the tenderer submit a signed letter from the contractor or an Email from a contractor that the tenderer has worked with.	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 contain 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	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
7	Proposed stand elements				
	Proposing the same stand elements as per the design provided by MMPRC	Yes	Qualified	No	
	If the proposed stand elements (example; furniture & equipment etc) are not similar to the proposed design by MMPRC, the best alternative options should be provided for MMPRC to select. This should be included in the proposed contract price for this project.	Yes	Qualified	No	Disqualified
8	Requirement checklist				
	Is requirement checklist filed and submitted?	Yes	Qualified	No	Disqualified

Section 6 - Requirement Checklist

REQUIREMENT CHECKLIST FOR MATTA STAND CONSTRUCTION	To be Checked & Accepted by Bidder (Tick if agree)	MMPRC to check
3. STAND REQUIREMENTS	Bidders to tick	MMPRC to tick
<ul style="list-style-type: none"> Consideration should be given to safety & preventive measures set out by the fair organiser. 		
<ul style="list-style-type: none"> The stand should have a sustainable factor meaning the components that are used in the stand should be re-usable. 		
<ul style="list-style-type: none"> Having the sustainability component in the stand construction would be given priority. 		
<ul style="list-style-type: none"> Stand construction should be in accordance with the measurements stated below; 		
<ul style="list-style-type: none"> 90 sqm 		
<ul style="list-style-type: none"> 4 sides open stand. 		
<ul style="list-style-type: none"> Overall height should be in accordance with the guidelines given by MATTA organisers. 		
<ul style="list-style-type: none"> The furniture and decorative items used should be according to the design shared by MMPRC to bring out the beauty of the destination. 		
<ul style="list-style-type: none"> The measurements given in specific areas should meet the criteria. All furniture/equipment requirements are stated under each item. 		
<ul style="list-style-type: none"> The height of the elevation would also be mentioned in the shared stand design. Hence, proper safety measures should be taken as well by the stand constructors when building the stand. 		
<ul style="list-style-type: none"> Interior Components such as the pillars and the door frame should be as per the design provided. 		
<ul style="list-style-type: none"> The flooring should be as per the design provided. Materials used for flooring should also be provided. The colour scheme should match the design provided. 		
<ul style="list-style-type: none"> The thatched roofing should be as per the design provided. 		
<ul style="list-style-type: none"> All measurements within the stand, including tables, chairs and other elements should be in accordance with the design provided by MMPRC. 		
3.1. Co-Exhibitor Tables		
<ul style="list-style-type: none"> The co-exhibitor tables should be as follows; 		
<ul style="list-style-type: none"> The measurement for the Co-Exhibitor tables should be as per the design provided. 		
<ul style="list-style-type: none"> Should include co-exhibitor tables as per the design provided. 		

<ul style="list-style-type: none"> ● Should include seating arrangement as per the design provided. 		
<ul style="list-style-type: none"> ● Should include LED screens for each co-exhibitor table as per the design provided. 		
<ul style="list-style-type: none"> ● Should include USB plug points in the LED screens. 		
<ul style="list-style-type: none"> ● Should display co-exhibitor names on the front of the table. 		
<ul style="list-style-type: none"> ● Should include universal electric plug points in each table. 		
<ul style="list-style-type: none"> ● Should include lockable drawers in each table. Individual keys for each lock at the table must be provided. 		
<ul style="list-style-type: none"> ● Colours of all the elements should be in accordance with the design provided. 		
<ul style="list-style-type: none"> ● The measurements for the co-exhibitor tables would be shared by MMPRC with the stand design along with the arrangement details. 		
<ul style="list-style-type: none"> ● Details of all the materials (fabric, wood, etc) should be provided by the bidder. 		
3.2. Main Information Counter		
<ul style="list-style-type: none"> ● The counter should include all the components as below; 		
<ul style="list-style-type: none"> ● Information counter should be placed at the front of the stand as per the design. 		
<ul style="list-style-type: none"> ● Information counter should have shelves and lockable drawers to store promotional materials. 		
<ul style="list-style-type: none"> ● The counter shape should be as per the design and measurements given by MMPRC; 		
<ul style="list-style-type: none"> ● For 2 persons to comfortably use the counter space at the same time. 		
<ul style="list-style-type: none"> ● Be appropriate and spacious to display approximately 5 different types of print materials, 		
<ul style="list-style-type: none"> ● To place 2-3 types of giveaways 		
<ul style="list-style-type: none"> ● For 2-3 types of local food items to be displayed on the counter 		
<ul style="list-style-type: none"> ● Visit Maldives logo to be placed in front of the information counter as per the design 		
<ul style="list-style-type: none"> ● Furniture: 02 comfortable stools for the representatives on the information counters 		
<ul style="list-style-type: none"> ● Should include universal electric plug points. 		
<ul style="list-style-type: none"> ● Colours of all the elements should be in accordance with the design provided. 		
<ul style="list-style-type: none"> ● Details of all the materials (fabric, wood, etc) should be provided. 		
3.3. Storage Room		
<ul style="list-style-type: none"> ● A lockable storage should be within the Stand to store promotional materials, should have enough 		

space to accommodate boxes and hand carry trolley luggage.		
<ul style="list-style-type: none"> • The measurement for the lockable storage should be as per the design. 		
<ul style="list-style-type: none"> • Should include a lockable cupboard to store valuable materials. 		
<ul style="list-style-type: none"> • 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. 		
<ul style="list-style-type: none"> • Should include universal electric plug points. 		
<ul style="list-style-type: none"> • The conceptual design will be provided to the constructors. 		
<ul style="list-style-type: none"> • Should have adequate space for coffee machine and water dispenser 		
3.4. Meeting Area (Floating Tables)		
<ul style="list-style-type: none"> • The measurement for the Meeting Area should be as per the design provided along with the arrangement provided. 		
<ul style="list-style-type: none"> • The meeting tables should be the same as the provided design of the stand with ample space in between each table which aligns with the shared design. 		
<ul style="list-style-type: none"> • There should be 3 tables. 		
<ul style="list-style-type: none"> • There should be 4 chairs per table. 		
<ul style="list-style-type: none"> • Should include universal electric plug points for each table. 		
<ul style="list-style-type: none"> • Colours of all the elements should be in accordance with the design provided. 		
<ul style="list-style-type: none"> • Details of all the materials (fabric, wood, etc) should be provided. 		
3.5. Display area for cultural artefacts		
<ul style="list-style-type: none"> • The measurement and design for the Display area should be as per the stand design along with the arrangement details. 		
<ul style="list-style-type: none"> • A space for information signage should be identified in order to add details of the cultural artefacts displayed. 		
<ul style="list-style-type: none"> • Colours of all the elements should be in accordance with the design provided. 		
<ul style="list-style-type: none"> • Details of the display (type of glass, wood, etc) should be provided. 		
3.6. LED Display at the front of the stand		
<ul style="list-style-type: none"> • The measurement and design for the LED display should be as per stand design provided 		
<ul style="list-style-type: none"> • LED Screen with USB port should be on display facing the main entrance of the stand. The Installation of a LED screen, near the information counter facing the main aisle, which will serve as a 		

dynamic element, showcasing our destination and experiences, enhancing the overall aesthetic appeal of the stand.		
<ul style="list-style-type: none"> This would be a standalone element which adds to the attractiveness of the stand. 		
<ul style="list-style-type: none"> Specifications of the LED display should be provided (eg: Sound, wifi) Should provide adequate sound. 		
3.7. Floating table area TV/Screen		
<ul style="list-style-type: none"> There should be a TV/Screen provided as per the design provided. 		
<ul style="list-style-type: none"> Specification of TV/Screen should be provided, and should include audio. 		
<ul style="list-style-type: none"> Should include a USB port in the TV/Screen 		
3.8. Stand Name		
<ul style="list-style-type: none"> The Hanging Maldives logo (As per Appendix D) visible from all the sides of the stand needs to be placed above the stand at the maximum height. 		
3.9. Lighting		
<ul style="list-style-type: none"> Adequate lighting should be provided all over the stand and should illuminate the stand well allowing to have ample lighting for photographs and videos. 		
<ul style="list-style-type: none"> Harsh white fluorescent lighting should be avoided and instead use warm lighting throughout the stand. 		
<ul style="list-style-type: none"> Maldives Map 		
<ul style="list-style-type: none"> Map of Maldives should be placed as per the design provided. 		
3.10. Flag Post		
<ul style="list-style-type: none"> A flag post should be provided and placed as per the design 		
<ul style="list-style-type: none"> Maldives flag should be placed. (details of the flag and pole should be provided) 		
3.11. Additional Services		
<ul style="list-style-type: none"> Should provide a coffee machine (with sugar, milk, coffee capsule) with at least 100 paper cups per day. (No single use plastic) 		
<ul style="list-style-type: none"> Should provide a water dispenser for the fair duration with at least 100 paper cups per day. (No single use of plastic). The water dispenser should be refilled on all fair days. 		
<ul style="list-style-type: none"> Should provide adequate dustbins at the stand and the garbage should be disposed of on all fair days. 		
<ul style="list-style-type: none"> A focal point should be present during the fair times to assist with any issues that may arise. 		

<ul style="list-style-type: none"> Should provide daily cleaning and garbage disposal services for the fair duration and provide hand sanitizers at the stand. 		
<ul style="list-style-type: none"> Should have a first aid box placed in the storage area. 		
<p>4. ADDITIONAL CONDITIONS AND REQUIREMENTS</p>		
<ul style="list-style-type: none"> The stand construction should be in conformity to the shared design by MMPRC and and Stand Building Regulations set by MATTA Fair 2024 fair organisers (Refer to organiser’s official website) 		
<ul style="list-style-type: none"> It is the duty of the Selected Party to meet specific requirements of the MATTA Fair 2024, so that the Stand receives due recognition from the organiser and public. 		
<ul style="list-style-type: none"> 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. 		
<ul style="list-style-type: none"> All the graphics shall be provided by MMPRC. 		
<ul style="list-style-type: none"> Complete construction and handover of the finished stand 24 hours before the opening time of the fair. 		
<ul style="list-style-type: none"> Any cost which may arise outside of the proposed contract price shall be borne by the Selected Party. 		
<ul style="list-style-type: none"> Sufficient amount of lighting (where required) should be used when constructing the Stand. 		
<ul style="list-style-type: none"> The fair organisers only allow pre-fabricated design to be constructed 		
<ul style="list-style-type: none"> The price quoted by the bidder should include all the aforementioned requirements as per the design shared by MMPRC and the stand requirements in the scope of work. MMPRC should not be borne to pay any additional charge. 		