



Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)
TO CONSTRUCT THE MALDIVES STAND AT ITB CHINA 2024

29th April 2024

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2024/12
1.2	Announcement Date:	29 th April 2024
1.3	Project:	TO CONSTRUCT THE MALDIVES STAND AT ITB CHINA 2024
1.4	Registration Deadline (Date & Time)	02 nd May 2024, via E-Mail, before 1400 hours (MALDIVES LOCAL TIME) * The proposed design by MMPRC will be shared only with registered bidders.
1.5	Pre-bid meeting / Info Session	02 nd May 2024, at 1500 hours (MALDIVES LOCAL TIME)
1.6	Submission Deadline (Date & Time)	06 th May 2024, via E-Mail, before 1200 hours (MALDIVES LOCAL TIME) Email: Tender202@visitmaldives.com
1.7	Bid Addressed to	Mr. Hassan Shaheel Director, 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	ITB China 2024, Shanghai
	Venue	Shanghai World Expo Exhibition & Convention Center
	Stand Size	Stand Area: 396sqm Stand dimension: 15m x 26.4m (4 sides open) Stand Number: E01 Hall 1 (Floorplan attached)
	Dates of the Fair	27-29 May 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.	

	<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 02nd May 2024 before 1400 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: 02nd May 2024 at 1500hrs (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: 05th May 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: 06th May 2024</p> <p>Time: Before 1200hrs (Maldives local time)</p> <p>Email: Tender202@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	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 Documents Comprising the Tender:

3.5.1 Cover Letter as per Annex 2

- The Tender proposal will be disqualified if the document is not submitted with the Tender or if the tender document is not as per the RFP.
- 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 or if the tender document is not as per the RFP.
- Contract Price shall include detailed cost breakdown of construction of the stand. Total price should include all the works stated in the scope of work even if it is not included in the cost breakdown.
- 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 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 40 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 40% 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"> - Tender proposal will be <u>disqualified</u> if the document is not submitted with the tender. - 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 indicated on the cover letter. - 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 and has to be indicated on the cover letter.
<p>3.6</p>	<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) Tender proposals without the validity period will be considered as valid for 90 days.</p> <p>(c) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
<p>3.7</p>	<p>Tender Security (If required): Not Applicable</p>
<p>3.8</p>	<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>
<p>3.9</p>	<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</p>

	<p>be liable to make any additional payments relating to any of the services mentioned in the scope of work other than the quoted price.</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 NOT 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 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.</p>
3.13	<p>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.</p>
3.14	<p>Authorization:</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.
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 effective or better value than was presented in the selected Tenderer’s original value.</p>
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

	<p>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</p> <p>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</p>
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 ITB China 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>
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Section 2 - Evaluation Criteria

Area	Details	Marks
Contract Price	The Tenderer proposing the lowest “Contract Price” shall receive a maximum mark of Sixty (60), and for remaining proposals marks will be allocated on pro rata basis.	60
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 cover letter. - If the proposed stand elements (example; furniture, equipment, structure, etc) are not similar to the proposed design by MMPRC, the highest marks will be awarded to the best similar alternative options provided. (Maximum 15 marks will be awarded if alternative elements are used) 	25
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

ANNEX 1- SCOPE OF WORK:

SCOPE & SPECIFICATIONS

1. SCOPE OF WORK:

- 1.1. Main scope of the project is to construct a functional stand for Maldives in accordance with Stand Design provided by MMPRC and as per the Regulations set by ITB China organisers (Refer to organiser's official website (<https://www.itb-china.com/>)). **It is the responsibility of the bidder to take all preventive measures set out by the fair organisers with regard to overall safety of the stand.** In addition, the scope of the works shall include;
- 1.1.1. The construction of the stand to agreed design (which will be provided), and the construction of the Stand at the site provided to MMPRC by ITB China for the year 2024.
- 1.1.2. Complete construction and handover of the finished stand 24 hours before the opening time of the fair, allowing sufficient time for MMPRC officials to arrange materials and finalise the stand. In addition, the stand should be cleaned, and garbage should be cleared from the stand area at the time of handing over the finished stand and it should be ready for immediate usage.
- 1.1.3. The process of disassembling the stand should start as soon as the stand is handed over by MMPRC to the bidder at the end of the fair. This should be carried out according to the organiser's guidelines.
- 1.2. Interested parties need to submit an estimated cost to construct the Maldives stand at ITB China 2024 for the design proposed by MMPRC.
- 1.3. The stand should be accessibility friendly.
- 1.4. Partnerships that involve collaboration with Maldives local companies would be given priority. In cases where a Maldivian local partner is part of the partnership, it is mandatory to submit a Goods and Services Tax (GST) clearance report.
- 1.5. 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.

2. STAND REQUIREMENTS

- Space Utilisation - All the requirements set forth in the Scope of Work and Stand Design should be fulfilled in an orderly & logically practical manner.
- Stand construction should be done in accordance with the measurements stated in the stand design.
- 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.
- Stand design renders should be in accordance with the measurements stated below
 - (396 sqm)
 - 26.4 m x 15 m
 - 4 sides open
 - Overall height should be in accordance with the guidelines given by ITB China 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.
- Flooring should be as per the design provided. Materials used for flooring should also be provided. The colour scheme should match the design provided.
- Details of all the elements / materials (fabric, wood, etc) should be provided by the bidder.
- All measurements within the stand including tables, chairs and other elements should be in accordance with the design provided by MMPRC.

2.1 Co-exhibitor Counters & Highchairs

There should be 50 co-exhibitor counters arranged for each co-exhibitor within the stand as per the design provided whilst allowing visibility for main exhibitor and co-exhibitors.

- Co-Exhibitor counter should be as per the design (colour, shape, measurements etc)
- Co-branding space to display exhibitor name and graphics.
- Each counter should have highchairs as per the design (colour, design, measurements)
- Universal electric plug points for each counter
- Should include the border artwork around the B2B meeting tables.
- Should include lockable drawers in each co-exhibitor counter. Individual keys for each lock at the co-exhibitor counter must be provided.
- Details of all the materials (fabric, wood, etc) should be provided by the bidder.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.



2.2 Main Information Counters & Chairs

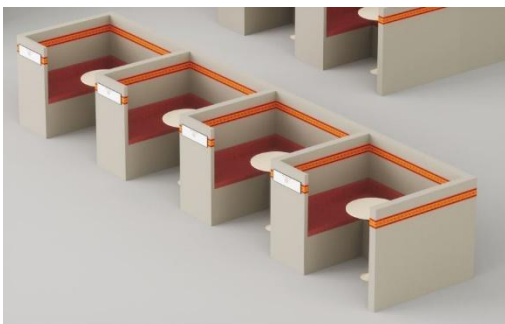
- 2 Information counters should be placed one at the front and the other at the back of the stand as per the design.
- Information counters should have shelves and lockable drawers to store promotional materials.
- The counters shape should be as per the design and measurements given by MMPRC;
 - a) For 3 persons to comfortably use the counter spaces 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 counters
- Visit Maldives logo to be placed in front of the information counters as per the design.

- Furniture: 03 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.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.



2. 3 Industry B2B Meeting Cubicle

- There should be 35 B2B meeting cubicles as per the design.
- The measurement for the B2B meeting cubicle should be as per the design provided.
- Should include circular B2B meeting tables as per the design provided.
- Should include seating arrangement as per the design provided.
- Should display co-exhibitor names on the front of the table.
- Should include the border artwork around the B2B meeting tables.
- Should include universal electric plug points in each table.
- Should include a 32-inch TV in the cubicle as per the design
- 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.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.



2. 4 Meeting Area (Free standing tables- 4 Seaters with Umbrella)

- The measurement for the Meeting Area should be as per the design provided along with the arrangement provided.
- 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.
- There should be 6 tables.
- There should be 4 chairs per table.
- The table should have a thatch roof as per the design.
- Colours of all the elements should be in accordance with the design provided.
- Details of all the materials (fabric, wood, etc) should be provided.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.



2. 5 VIP Meeting Rooms x 2:

Should have 2 meeting rooms with glass walls as per the design.

Both meeting rooms should have one coffee table and 2 side tables with storage as per the design

The shape and design of the doors should be as per the provided design.

The room should have a thatch roof as per the design.

Both meeting rooms should have comfortable 2 sofa chairs (2-seater) as per the design

1 Warm white light lamp to be placed on the wall of the room.

Should have a carpet in both the rooms as per the design.

Should include universal electric plug points.

Should have a TV mounted on the wall in both the rooms (32 inch)

- Details of the rooms (type of glass, TV specs, wood, lamp, carpet etc) should be provided.
- Colours of all the elements should be in accordance with the design provided.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.



2. 6 Storage Room /with a cloak room

- A lockable storage room should be within the Stand to store promotional materials, should have enough space to accommodate boxes and hand carry trolley luggage.
- Should include a cupboard and Racks to keep brochures, bags, and other promotional materials. The racks should be able to hold an approximate weight of not less than 120kg.
- The measurement for the lockable storage should be as per the design.
- Should include a lockable cupboard to store valuable materials as per the design.
- The cloak room should have a separate entrance to the storage door. The cloak room should be lockable with hooks and hangers to hang jackets. Should accommodate Approximately 180 hangers.
- Should include universal electric plug points.
- Colours of all the elements should be in accordance with the design provided.
- Measurements, design, placement, and distance will be stated in the stand design provided by MMPRC.



2. 7 Experience zone

- semi-closed immersive experience room as per the design
- LED screen on the floor
- LED screens on two sides
- Audio of natural sounds, and diffusion of natural scents should be added. Bluetooth speaker to play the audio.
- Electric sockets (for projector, diffuser, or other requirements)

2. 8 Two Maldives Map with 2 Interactive Displays:

- To have a printed map of Maldives on two walls as per the design
- Colours of all the elements should be in accordance with the design provided.
- Map of Maldives artwork will be provided by MMPRC.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.
- Interactive Displays (touch screen) to be mounted on the wall next to map as per the design.
- The specifications and details of the screen to be provided by the bidder in accordance with the design provided by MMPRC.

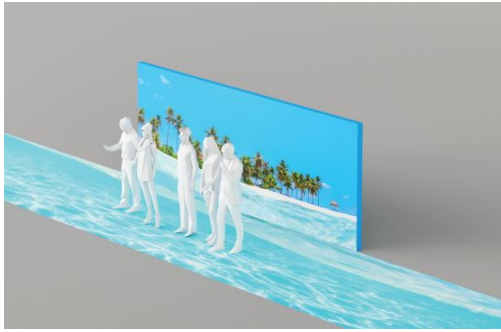


2. 9 Bar Counter/ Kitchen counter

- There should be a bar counter in the ground floor as per the design
- The bar counter should have 3 highchairs at the counter.
- Kitchen counter should have a sink.
- Should include universal electric plug point for the bar counter.
- Maldives logo to be placed as per the design on the front of the counter.
- Details of the counter (type of wood, countertop etc) should be provided.
- Colours and design of all the elements should be in accordance with the design provided.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.

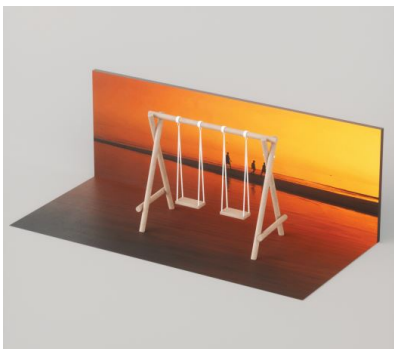
2. 10 Cultural Performance Area:

- There should be a cultural performance area at the front of the stand as per the design provided.
- The cultural performance area should have LED wall as per the design.
- The cultural performance area should have LED floor as per the design.
- Colours and design of all the elements should be in accordance with the design provided.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.
- To provide 1 audible Bluetooth speaker for the stand and 1 mic for the cultural performances.



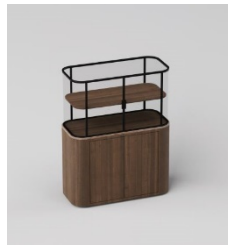
2. 11 Photo backdrop Area:

- There should be a photo backdrop area at the back of the stand as per the design provided.
- This area should have standing LED panel
- There should have a floor LED panel as per the design.
- should have a wooden swing as per the design.
- Colours and design of all the elements should be in accordance with the design provided.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.
- To provide 1 audible Bluetooth speaker for this area.



2. 12 Display Area for Cultural Artefacts

- There should be 2 lockable display counter areas for the cultural artefacts as per the design.
- The measurement and design for the display area should be as per the stand design along with the arrangement details.
- A storage space should be provided as per the design in the display rack.
- A space for information signage should be identified in order to add details of the cultural artefacts displayed.
- Details of the display (type of glass, wood, etc) should be provided.
- Colours and design of all the elements should be in accordance with the design provided.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.
- Joali as per the design should be provided.



2. 13 Flag Post *2

- 2 A flag post should be provided and placed as per the design on two sides of the stand.
- Maldives flag should be placed. (details of the flag and pole should be provided)
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.

2. 14 Food display counter

- should have a hot plate inside the rack provided in the counter.
- universal electric plug points

2. 15 Dry wall with stickers on both sides

- to be placed at the back of the food display counter as per the design and specifications provided



2. 16 Displays & Rigging

Installation of railing to have curved LED horizontal hanging LED screens, around the stand floor which will serve as a dynamic element, showcasing our unique products and experiences, enhancing the overall aesthetic appeal of the stand.

- Should have 4 hanging horizontal LED screens as per the design.
- Needs to be placed above the stand at the maximum height according to the guidelines by the fair organisers.
- The orientation should be adjustable.
- The LED Screen should be placed in a manner where it is visible and there is no obstruction to the visitor when viewing.

- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC as a reference.

2. 17 Digital Kiosk

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.



2. 18 Installation of inflatable Sun Lamp

- Inflatable balloon/sun lamp as per the design
- Structure to depict the sun and should be able to change colours.
- Details of the material (type of fabric etc) should be provided.
- Colours and design of all the elements should be in accordance with the design provided.
- Measurements, design, placement and distance will be stated in the stand design provided by MMPRC.



2. 19 360 Video Booth

- One 360 video booth to be placed near the main information counter
- To provide a circular platform that can accommodate 3-5 person
- Video camera to rotate around the circular platform
- Platform design and colour scheme should fit/complement to the overall design of the stand

2. 20 Stand Name

- Name (hanging banner) of the Stand should be “Maldives” in Chinese (visible from 3 sides) needs to be placed above the stand at the maximum height and maximum visibility of the stand name should be provided.

- Name of the Stand should be “Maldives” in Dhivehi at the back of the stand and needs to be placed above the stand at the maximum height and maximum visibility of the stand name should be provided.

2. 21 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.
- Spotlights to be placed within the stand as per the design provided.

2. 22 Flooring

- Flooring should be as per the design.
- Details of the carpet/ type of fabric/ material used on the flooring should be mentioned.
- Colours should be in accordance with the design provided.

3. Additional Services

3.1 The design should be in conformity to the Maldives Stand concept and Design Requirement and Stand Building Regulations set by ITB China 2024, Fair organisers (<https://www.itb-china.com/>)

3.2 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.

Should provide a coffee machine (with sugar, milk, coffee capsule) with at least 500 paper cups per each day. (No single use plastic)

3.3 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.

3.4 Should provide a water dispenser for the fair duration with at least 500 paper cups. (No single use of plastic). The water dispenser should be refilled on all fair days.

3.5 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.

3.6 All documentations necessary for Stand design approval should be submitted by the Selected Party before the deadline specified by the ITB China 2024, Fair organisers.

All measurements of objects and distances should be clearly marked from point to point on the drawing.

Should provide adequate dustbins at the stand and the garbage should be disposed of on all fair days.

Any cost which may arise outside of the above quotation shall be borne by the Selected Party.

Sufficient amount of lighting (where required) should be used when designing the Stand.

3.7 Should provide daily cleaning and garbage disposal services for the fair duration.

3.8 Touched surfaces of the stand should be regularly cleaned during the fair days.

3.9 Should provide hand sanitizers at the stand.

3.10 A focal point should be present during the fair times to assist with any issues that may arise.

3.11 Hostess to be arranged for fair duration.

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

3.13 Dedicated Wi-Fi to be provided under Maldives name throughout the stand.

3.14 Complete construction and handover of the finished stand 24 hours before the opening time of the fair.

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

Annex 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 ITB China 2024.

Having examined all the information provided, we the undersigned offer to construct the Maldives Stand at ITB China Fair as per the requirements of the RFP (the "Works") as set out in this Proposal.

We propose: Please tick one from below;

- To construct the stand with same elements as per the design provided by MMPRC.
- To construct the stand with alternative elements as per the design provided by MMPRC. (furniture, equipment, structure, etc)

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 (\$)
ITB China 2024			

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: _____

Annex 3 - MALDIVES LOGO



Annex 4 - FLOOR PLAN

