



Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)
TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT IFTM TOP RESA 2024

18th July 2024

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2024/23
1.2	Announcement Date:	18 th July 2024
1.3	Project:	TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT IFTM TOP RESA 2024
1.4	Registration Deadline (Date & Time)	25 th July 2024, via E-Mail, before 1100 hours (MALDIVES LOCAL TIME)
1.5	Pre-bid meeting / Info Session	25 th July 2024, via E-Mail, at 1300 hours (MALDIVES LOCAL TIME)
1.6	Submission Deadline (Date & Time)	1 st August 2024 via E-Mail, before 1400 hours (MALDIVES LOCAL TIME)
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 Email: Tender101@visitmaldives.com
1.8	Fair/ Event Details	
	Name of the Fair	IFTM Top Resa 2024
	Venue	Paris - Porte de Versailles - Hall 1
	Stand Size	Stand Area: 121.5 sqm. Stand dimension: 13.50m x 9m (4 sides open) Stand Number: N004 (Floorplan attached)
	Dates of the Fair	17th - 19th September 2024
2.	Procedure of Tendering	
2.1	Eligible Tenderers:	
	a) A Tenderer may be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.	
	b) The Tenderer must provide an English Translation of the company registration certificate, if the original company registration	

	<p>certificate is in any other language., along with the original registration Certificate. And this translation should be signed by authorized signatory.</p>
2.2	<p>Amendments to Tender Documents:</p> <p>(a) At any time prior to the deadline for submission of Tenders, MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>(c) To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.3	<p>Registration of Tenderers:</p> <p>To register please email with the following information to procurement@visitmaldives.com by 25th July 2024 before 1100 hrs. (Maldives Local Time).</p> <p>(Only registered parties shall be eligible to submit the proposal.)</p> <p>Tender Name or Tender Number:</p> <p>Company name:</p> <p>Contact person name:</p> <p>Email:</p>
2.4	<p>Pre-bid meeting / Info Session: 25th July 2024 at 1300hrs (Maldives Local Time).</p> <p>Meeting link (Google Meet) will be shared via email with the registered tenderers only.</p>
2.5	<p>Clarifications of Bidding document, project, scope of works: 18th March 2024 before 1200hrs (Maldives Local Time).</p> <p>Email: procurement@visitmaldives.com</p> <p>CC to: shaheel@visitmaldives.com</p>
2.6	<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: 1st August 2024</p> <p>Time: Before 1400hrs (Maldives local time)</p>

	Email: tender101@visitmaldives.com
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	<p>Documents Comprising the Tender:</p> <p>3.5.1 Cover Letter as per section 4</p> <ul style="list-style-type: none">- The Tender proposal <u>will be disqualified</u> if the document is not submitted with the Tender.- The cover letter should be signed by an authorized signatory and the name of the signatory should be included.- The cover letter should have company stamp. <p>3.5.2 Quotation</p> <ul style="list-style-type: none">- Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender.- Contract Price shall include detailed cost breakdown of designing and construction of the stand.- Cost breakdown should be provided separately for all the services, equipment and all structural elements (example; furniture & equipment etc).- All calculations and costing should be in US Dollars. <p>3.5.3 Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</p> <ul style="list-style-type: none">- Tender proposal <u>will not be eligible</u> if the document is not submitted with the Tender.- Should be a valid certificate at the time of submission.- 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. <p>3.5.4 Profile of the Tenderer</p> <ul style="list-style-type: none">- Marks <u>will be deducted</u> if the document is not submitted or is not submitted as per the RFP.- Profile of the tenderer should include the following;<ul style="list-style-type: none">• The organizational capacity (Staff and Nature of work)
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- 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 past experience letter or email with images of the past projects are not submitted.
- Must be similar projects undertaken within the past 5 years from the date of this announcement.
- To prove past experience, the tenderer should submit a signed letter from a contractor or an Email from a contractor that the tenderer has worked with.
- The Letter or email should contain the contact number or email 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 one of the following documents, clearly indicating the currency.

	<p>a) Bank reference letter. <u>This letter should be in bank letterhead with authorized signature of the bank or bank stamp.</u> The letter should state that the 20% of the quoted price is available in their bank account <u>excluding fixed deposits.</u> The account balance should not be earlier than 1 month from the date of this announcement.</p> <p>OR</p> <p>b) Last 3 months' (from the date of this announcement) bank statement on the <u>bank letterhead.</u></p> <ul style="list-style-type: none"> - The bank statement should not be of a fixed deposit account. - If the letter or the bank statement is in other language, English translation should be provided along with copy of original letter or the bank statement and this <u>translation should be signed by authorized signatory.</u> <p>3.5.7 Proposed Stand design</p> <ul style="list-style-type: none"> - Tender proposal will be <u>disqualified</u> if the document is not submitted with the tender and <u>marks will be deducted</u> if the document is not as per the RFP. - The stand design must be with detailed layout marking each area and drawings from all angles (AERIAL, FRONT and SIDE VIEWS) as per the specification and scope provided by MMPRC in Section 3 of this RFP. - Each Tenderer shall mark in the detail drawing the measurements of counters, B2B Tables, storage and any other areas specified in the RFP.
<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) 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</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 budget allocated for this project is USD 76,500.00 (US Dollar Seventy-Six Thousand Five Hundred inclusive of all taxes). If the Contract price quoted by the bidder exceeds the allocated budget, MMPRC Evaluation Committee has the discretion to disqualify the proposal during evaluation.</p> <p>The contract price quoted should include all the costs and should cover all the works as per the scope of works provided with this RFP.</p> <p>The Contract Price may only be adjusted by the parties as per the terms and conditions of the Agreement.</p> <p>In case the payment for rigging/electricity or any other such advance payments to the organizers, it should be paid by the Selected Respondent/Contractor on behalf of MMPRC. The Selected Respondent/Contractor should submit the invoice along with the supporting documents after which it will be reimbursed. These payments should be pre-approved by MMPRC in writing.</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 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	Best Value Selection and Negotiation

	MMPRC may select the response(s) which demonstrates the best overall value, including proposed alternatives that will achieve the goals of MMPRC. MMPRC and a selected Tenderer may negotiate a change in element of contract performance or cost identified in the original proposal or the selected Tenderer's response which results in lower costs or more cost effective or better value than was presented in the selected Tenderer's original value.
5.	Disqualification
5.1	<p>MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;</p> <ul style="list-style-type: none"> a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.5) in accordance with this RFP; b) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information c) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC d) Any Proposal that is received after the Proposal Due Date e) Pending, active, or previous legal action by/ against a Tenderer /Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or f) If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or MMPRC
6.	Evaluation
6.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
6.2	To assist in the examination, evaluation, and comparison of Bids, MMPRC may, at its discretion, ask any Tenderer for clarification of its Bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Bids.

6.3	From the Bid Due Date until the issue of the Letter of Award, if any Tenderer wishes to contact MMPRC on any matter related to the Bid or the Bid Process, it should be done in writing.
6.4	Any effort on the part of the Tenderers to influence MMPRC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Tenderer's Bid.
7.	Tender Security and Performance Guaranty (Not applicable)
8.	Advance Payment - applicable as per procedure Advance Payment Guaranty - as per procedure
9.	Award of Contract
9.1	MMPRC will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive and has the highest score (the "Selected Respondent").
9.2	The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent's address, or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.
9.3	If the Selected Respondent fails to sign the Agreement within the period prescribed in the Letter of Award, MMPRC shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents or annul the Tender Process.
9.4	MMPRC reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for MMPRC's action.
9.5	Upon MMPRC's request, the Selected Respondent shall provide any component missing from the proposed design as per the specification and scope provided by MMPRC in Section 3 of this RFP, without any additional cost.
10.	Payment Terms
10.1	As consideration for the design and construction of the Maldives Stand at the IFTM Top Resa 2024 the Selected Respondent/Contractor shall be compensated in the manner provided below; <ul style="list-style-type: none"> - The amount in Dollar (\$) equivalent to 15% of the Total Price quoted shall be transferred by MMPRC to the Selected

	<p>Respondent/Contractor, upon signing of this Agreement, within 30 working days up on submission of the invoice and,</p> <ul style="list-style-type: none"> - 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 Forty (40), and for remaining proposals marks will be allocated on pro rata basis.	40
Stand Design- Attractiveness	<p>The marks for the attractiveness of the stand design will be given considering the below mentioned. The design which full fill the requirements will receive the highest marks.</p> <p>a) Attractiveness of the overall design:</p> <p>b) Reflection of the destination in design: Beauty, authenticity and usage of attractive components to show the USPs / experiences of Maldives.</p> <p>c) Creativity: The design should showcase the Maldives product in a creative manner using the latest technologies without foregoing or hindering any requirement set out in the RFP.</p>	30
Stand Design- Requirements	<p>The marks for the requirements of the stand design will be given considering the below mentioned. The design which full fill the requirements will receive the highest marks.</p> <p>a) Meeting all the requirements mentioned in the scope and specification in Section 3</p> <p>b) Photo Backdrop: A wall or prominent area of the Stand that can be used as a photo backdrop. Should be a visually eye-catching backdrop which can be shared on social media. It should also be visible from outside and easily accessible from the main counter to the visitors passing by. Maldives branding should be visible in this area. The purpose of this area is to attract visitors to Maldives Stand and take a picture and participate in the promotional social media campaign by sharing these pictures on social media.</p> <p>c) Map of Maldives: There should be a map of Maldives displayed in the stand at a prominent location which</p>	15

	<p>is easily accessible to visitors. Content of the map should be legible.</p> <p>d) Space Utilization: All the requirement set forth in the Scope of Work should be fulfilled in an orderly manner and logically practical format.</p>	
Past Experience	<p>Marks for experience with related works will be given as mentioned below.</p> <p>a) 3 Projects: 10 marks b) 2 Projects: 6 marks c) 1 Project: 3 marks</p> <p>If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.</p> <p>Past experience letter will only be accepted as complete if the supporting images are provided.</p>	10
Company Profile	<p>Marks will be given considering the below mentioned points;</p> <p>a) The organizational capacity (Staff, Nature of work) b) Proposed team for this project c) Number of years in operation d) Services offered by the company</p>	5
	TOTAL	100

Section 3 - Scope & Specifications

1. SCOPE OF WORK:

- 1.1. Main scope of the project is to design a functional Stand for Maldives according to MMPRC's requirements (the "Stand"), and Construction of the Stand in accordance with the Regulations set by IFTM Top Resa 2024 organisers (Refer to organiser's official website (<https://www.iftm.fr/en-gb.html>)). **It is the responsibility of the bidder to take all preventive measures set out by the fair organisers with regard to overall safety of the stand.**

In addition, the scope of the works shall include;

- 1.1.1. The construction of the Stand to agreed design proposal, and the construction of the Stand at the site provided to MMPRC by the IFTM Top Resa 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 a design and the estimated cost to construct the Maldives stand at IFTM Top Resa 2024.
- 1.3. The Stand concept and design should be presented in a contemporary design to attractively showcase the country's unique tourism product, whilst at the same time inspired by the element of luxury and usage of authentic Maldivian designs representing the unique features of the island destination. While proposing the design all regulations set out by the fair organisers.
- 1.4. The stand should be accessibility friendly.

2. STAND MAIN REQUIREMENTS

2.1 Stand design renders should be per the measurements stated below

- 121 sqm
- 4 sides open
- Overall height should be per the guidelines given by IFTM Top Resa organisers.

2.2 The furniture and decorative items used should bring out the destination's beauty.

2.3 The measurements given in specific areas should meet the criteria. Items with no specific measurements are left to the designer's choice.

2.4 If the stand is elevated it would be identified in the proposed stand design. The height of the elevation would also be mentioned in the shared stand design.

2.5 All measurements within the stand including tables, chairs, and other elements, and distance should be provided from point to point.

2.6 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.

2.7 Provide a clear indication of the materials utilised for each component, such as wood, canvas, fibre etc

2.8 When detailing the completed appearance of key components like tables and counters, it is essential to specify the desired finish, which could include options such as spray paint finish, matte finish, glossy finish, etc.

2.9. Stand rendering should be provided from all the angles.

2.10 Stand should have lockable counters, storage and an information counter and should be arranged in a logical and practical manner considering the preventive and safety measures implemented by the fair organiser.

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

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

3 THE CONCEPT DESIGN

The concept and design should strongly address the following points

- Over all stand should have a cohesive colour palette (colours inspired by the destination)
- 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 concept and design should be presented in a contemporary design and should attractively showcase the following components;
 - Unique Selling points and features of Maldives
 - Showcase luxury elements of the destination.
 - Authentic Maldivian elements
 - Showcase culture of Maldives.
 - Experiences of the destination
 - Showcase under water beauty /Marine life
 - Enhance with interactive elements.

4 Creativity and Attractiveness of the overall stand

4.1 The stand should be designed and thematically presented in a contemporary design using the latest interactive technologies in stand design without hindering any requirement set out in the RFP.

4.2 Space Utilisation - All the requirements /elements outlined in the Scope of Work and Stand Design should be fulfilled in an orderly, logically practical manner.

4.3 The stand should be made in a way that prevents visitor bottlenecking in the stand.

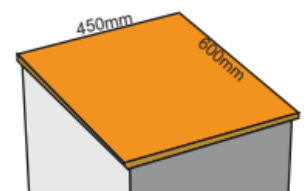
4.5 The stand should be accessibility friendly. A ramp for People with special needs should be incorporated

5. STAND ELEMENTS

5.1 Co-exhibitor Counters

There must be separate lockable counters around the Stand with the storage capacity for brochures, bags, etc. However, there should be easy access to the Stand from all sides (avoiding the back of the stand if possible). There should be a minimum of 30 counters that aligns with the safety guidelines provided by the fair organizer. Counters sizes should be as follows;

- The width of the counter should be 450mm x 600mm.
- The counters should have a height of 1075mm from the floor.



- There should be 350mm of space between each counter.
- Should there be any structures/walls behind the counter then there should be a gap of **48 inches**.
- Should display co-exhibitor names and logos on the front of the counter.
- Counters should also have a number displayed so that the visitors can refer to the numbers to locate the corresponding co-exhibitor
- Should include counter stools.
- Should include universal electric plug points in each counter.
- Should include lockable drawers in each counter. Individual keys for each lock at the counter must be provided.
- Should have partition between each counter and partition should have name of the company that should be visible from a far
- The design and colour scheme of the counter should fit/ complement to the overall design of the stand
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5.2 Main Information Counter

One information counter with shelves and lockable drawers to store promotional materials should be included in the design.

The counter should have the capacity;

For 2 person

To display promotional materials and brochures

To display food items in the counter

Information counter can be presented in a creative design

Maldives logo (in French) to be placed in front of the information counter.

Furniture: 02 comfortable stools for the representatives.

Should include universal electric plug points.

Should have a flag post near the information counter

The design and colour scheme of the counter should fit/complement to the overall design of the stand

Design and Measurements and material used should be provided

5.3 Meeting Area (Floating Tables- 4 Seaters)

- There should be 10 floating tables
- There should be 4 chairs per table.

- The meeting tables should have ample space in between each table and measurements should be provided.
- Colours of all the elements should be in accordance with the design provided.

Measurements, design, placement and distance should be provided by

Should include universal electric plug points for each table.

5.4 Storage Room

- A lockable storage (approximately 1900*220 size) should be within the stand to store promotional materials, should have enough space to accommodate boxes and hand carry trolley luggage.
- 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 provide a coffee machine (with sugar, milk, coffee capsule) 100 to 150 paper cups per day .(No single use of plastic) .
- Should provide a water dispenser for the fair duration 100 to 150 paper cups per day.(No single use of plastic) The water dispenser should be refilled on all fair days.
- Should include universal electric plug points.
- Design and Measurements should be provided.

5.5. Displays

- The measurement and design for the Displays to be shared with the stand design along with the arrangement details.
 - 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 unique products and experiences, enhancing the overall aesthetic appeal of the stand.
 - This would be a standalone element which adds to the attractiveness of the stand.
 - Needs to be placed at a location which gives maximum exposure to the visitors and this should be done within the guidelines by the fair organisers.
 - The LED Screen would be placed in a manner where it is visible and there is no obstruction to the visitor when viewing.

- Should provide adequate sound
 - In addition to the above, relevant photos, decorative materials and equipment should be placed as per the design provided.
- Connected to the WiFi
- To be used to display co-exhibitor layout and look up information on the co-exhibitors listed and to showcase various information about Maldives products, experiences and others.

5.6 Stand Name

- Name of the stand ‘Maldives’ in front of the stand should be displayed in Dhivehi logo. Dhivehi logo will be provided. Maximum visibility of the stand name should be provided.
- Name of the Stand should be “Les Maldives” with the logo (section 5) which should be visible from the one side of the stand. Maximum visibility of the stand name should be provided.
- Remaining two sides of the stand should be “Maldives” English logo (As per Annex). Maximum visibility of the stand name should be provided.
- Maldives branding such as the SSOL logo (As per Appendix) , should be visible at prominent locations within the stand in accordance with the stand design.

5.7 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.
- Sufficient amount of lighting (where required) should be used when designing the Stand
- Harsh white fluorescent lighting should be avoided and instead use warm lighting throughout the stand.
-

5.8 Photo wall/Photo Backdrop (OPTIONAL)

A wall or prominent area of the Stand that can be used as a photo backdrop as given in the design.

- Should be a visually eye-catching backdrop which is “instagrammable”. It should also be visible from outside and easily accessible to the visitors passing by (to be placed at the back of the stand).
- Maldives branding should be visible in this area.

The purpose of this area is to attract visitors to Maldives Stand and take a picture and participate in the promotional and social media activities by sharing these pictures on social media.

6 Map of Maldives

There should be a map of Maldives displayed in the Stand at a prominent location easily accessible to visitors. The content of the map should be legible and should be placed at eye-level.

7 Additional Services

- Should provide daily cleaning and garbage disposal services for the fair duration.
- Should provide adequate dustbins at the stand and the garbage should be disposed of on all fair days
- Should provide hand sanitizers & a first aid kit at the stand.
- Touched surfaces of the stand should be regularly cleaned during the fair days
- A focal point should be present during the fair times to assist with any issues that may arise.
- Dedicated wifi in Maldives name
- Hostess to be arranged for fair duration. Should be fluent in English and French language.
- Should have a first aid box placed in the storage area.

8 Additional conditions and requirements

- The design should conform to the Maldives Stand concept and Design Requirement and Stand Building Regulations set by IFTM Top Resa 2024 fair organisers
- It is the duty of the Selected Party to meet specific requirements of the IFTM Top Resa 2024 so that the Stand receives due recognition from the organiser and public.
- Additional services such as electricity, internet connections etc needs to be ordered by the Selected Party (Contractor) on behalf of MMPRC (with prior approval) and billed to MMPRC.
- All documentations necessary for Stand design approval should be submitted by the Selected Party before the deadline specified by the IFTM Top Resa 2024 organisers.
- All the graphics shall be provided by MMPRC
- Complete construction and handover of the finished stand 24 hours before the opening time of the fair.
- Any cost which may arise outside of the above quotation shall be borne by the Selected Party.
- The fair organisers only allow pre-fabricated design
The price quoted by the bidder should include all the aforementioned requirements.
MMPRC should not be borne to pay any additional charge.

Section 4 - COVER LETTER

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

Dear Sir,

Sub: Proposal to design and construct the Maldives Stand at IFTM Top Resa 2024

Having examined all the information provided, we the undersigned offer to design and construct the Maldives Stand at IFTM Top Resa 2024 as per the requirements of the RFP (the "Works") as set out in this Proposal.

We agree to undertake and complete the Works for a total sum of Dollars (\$) (In words) Dollars (\$) (In numbers). (The "Contract Price") inclusive of all applicable taxes (including tax). A summary of the annual breakdown of the Contract Price is provided below;

Year	Price excluding Tax (\$)	Tax (\$)	Total Price (\$) / Year
IFTM Top Resa 2024			
Added options should be included in this table			
Contract Price(\$)			

We undertake, if our Proposal is accepted, to complete the Works within the deadlines and as per the specifications provided by MMPRC. We have examined the RFP and have no reservations to the RFP Documents, including Addenda issued.

We are not insolvent, in receivership, bankrupt or being wound up. Our affairs are not being administered by a court or a judicial officer and our business activities are not being suspended and not the subject of legal proceedings for any of the foregoing.

Until a formal agreement is executed with MMPRC, this Proposal, together with written acceptance thereof and MMPRC's notification of award, shall constitute a binding contract if we are selected as the Successful Respondent.

Details of authorized personnel to sign Bid for and on behalf of:

Company/Business Name: _____

Name of the authorized personnel to sign: _____

Signature of the authorized personnel to sign: _____

Stamp of the company/Business: _____

Date: _____

Section 5 - MALDIVES LOGO



