



Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)
TO HIRE A PARTY TO PRODUCE PROMOTIONAL MATERIALS FOR 2024

01st August 2024

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2024/25
1.2	Announcement Date:	01 August 2024
1.3	Project:	PRODUCTION OF PROMOTIONAL MATERIALS 2024
1.4	Registration Deadline (Date & Time)	08th August 2024, via E-Mail, before 1300 hours (MALDIVES LOCAL TIME) Email: procurement@visitmaldives.com
1.5	Pre-bid meeting / Info Session	08th August 2024, at 1500 hours (MALDIVES LOCAL TIME) Meeting link (Google Meet) will be shared via email with the registered tenderers only.
1.6	Submission Deadline (Date & Time)	15th August 2024, via E-Mail, before 1200 hours (MALDIVES LOCAL TIME) Email: tender303@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
2.	Procedure of Tendering	
2.1	Eligible Tenderers:	
	a) A Tenderer may be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.	
	b) The Tenderer must provide an English Translation of the company registration certificate, if the original company registration certificate is in any other language., along with the original registration Certificate. And this translation should be signed by authorized signatory.	
2.2	Amendments to Tender Documents:	
	(a) At any time prior to the deadline for submission of Tenders, MMPRC may amend the Tendering Document by issuing addenda.	

	<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 com by 08th August 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>
2.4	<p>Pre-bid meeting / Info Session: 08th August 2024 at 1500hrs (Maldives Local Time).</p> <p>Prebid Meeting will be held online. 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:</p> <p>13th August 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 by email and no later than the date and time mentioned below.</p> <p>Date: 15th August 2024</p> <p>Time: Before 1200hrs (Maldives local time)</p> <p>Email: Tender303@visitmaldives.com</p>
2.7	<p>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.</p>
2.8	<p>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.</p>

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.
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 should be as per the Annex 1 (scope of work) of this RFP.</p>
3.5	<p>Documents Comprising the Tender:</p> <p>3.5.1 Quotation</p> <ul style="list-style-type: none"> - Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender or if the tender document is not as per the RFP. - Quotation must contain the following and Bidders can submit quotation for all items and separated items as well. <ul style="list-style-type: none"> i) Total cost (The prices shall be quoted inclusive of GST/Taxes if it is applicable.) ii) A separate quotation should be submitted for each item. iii) Period of completion in calendar days iv) Name, designation of the authorized signatory or stamp - All calculations and costing should be in US Dollars. <p>3.5.2 Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society/Joint venture/Parent Company</p> <ul style="list-style-type: none"> - Tender proposal <u>will not be eligible</u> 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.
- Company registration certificate should not have expired at the time of submission.
- If certificates are in other language, English translation should be provided along with copy of original certificate and this translation should be signed by authorized signatory.

3.5.3 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 (Number of years in service and list of similar projects undertaken during the past 5 years from the date of this announcement with contact details of the clients).
 - Number of years in operation
 - Services offered by the company

3.5.4 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 ten 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.
- Work order forms, agreements or award letters will not be considered as past experience letters.

3.5.5 Copy of GST Registration Document and Tax Clearance Document issued by MIRA (For Companies Registered in Maldives)

	<ul style="list-style-type: none"> - The Tax Clearance Document should be a recent certificate (not earlier than 1 month from the date of this announcement.) - Tender proposal will be disqualified if the document is not submitted with the Tender or if the document is not as per the information sheet. - The tenderer should not have any dues that need to be paid to MIRA or the Tenderer should be paying debts owed to MIRA in accordance with an agreed payment schedule (should not be in default). - In case if the bidder is not eligible for GST registration, this should be clearly stated in the proposal.
3.5	<p>Work Completion Requirements</p> <ul style="list-style-type: none"> a) Sample Submission - Within 20 days from the date of contract b) Delivery Period - Within 30 days from the sample approval
3.7	<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>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>
3.8	<p>Tender Security (If required): Not Applicable</p>
3.9	<p>Format of Signing of Tender:</p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.5, and clearly mark it "Original". Alternative Tenders, if permitted in accordance with clause 3.11, shall be clearly marked "Alternative".</p>
3.10	<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 price.</p> <p>The Contract Price may only be adjusted by the parties as per the terms and conditions of the Agreement.</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.
3.11	Taxes a) All Bidders shall quote the prices inclusive of Taxes
3.12	Alternative Tenders: It is NOT PERMITTED to submit Alternative Tenders.
3.13	Conflict of Interest: 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: (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (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 (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.
3.14	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.
3.15	Authorization: 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> <ol 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

	<p>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 for each item separately to the Respondent(s) whose Proposal(s) have been determined to be responsive and has the highest score (the "Selected Respondent").
9.2	The Letter of Award(s) will be issued to the Selected Respondent(s) 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(s) 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 proposal for the production of Promotional Materials for 2024, the Selected Respondent(s) shall be paid in the manner provided below.</p> <ul style="list-style-type: none"> - Payment will be paid after delivery of each item as per the scope of work within 30-45 days upon submission of the invoice. - Payments will be made in MVR for the parties registered in Maldives and in USD for other parties.
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> <p>MMPRC shall be entitled to terminate the Agreement with immediately effective if the Vendor Failed to deliver sample and Delivery as per the scope of work.</p>

Section 2 - Evaluation Criteria

Area	Details	Marks
Contract Price	The party that proposes the lowest contract price shall receive a maximum mark of Sixty (60), and for remaining proposals marks will be allocated on pro rata basis. Each item shall be evaluated separately.	60
Profile	<p>The company profile,</p> <ol style="list-style-type: none"> 1. Nature of Work. (Should include the services offered by the tenderer) 2. Capacity (Number of years in service and list of similar projects undertaken during the past 5 years from the date of this announcement with contact details of the clients). 3. The organizational structure. <p>Marks will be awarded based on the relativeness of the work to be carried out by the party and the documents submitted</p>	10
Past Experience	Minimum 3 reference letters of similar projects undertaken within the past 5 years. This reference letter should include the name of the project along with the contact details for reference. Marks will be deducted under past experience if they have worked with MMPRC and their performance was not satisfactory.	30
	TOTAL	100

ANNEX 1- SCOPE OF WORK:

MMPRC is seeking for a Party to produce Promotional materials for 2024.

1. Below are the details of materials and quantities required.

#	Item Name	Quantity
1	Cloth Bag (White)	7,500
2	Cloth Bag (Blue)	7,500
3	Bookmarks (Clip)	2,000
4	Luggage Tags	3,000
5	Pens	8,000
6	Key Tags	10,000
7	Envelope	3,000
8	Fridge Magnets	3,000

Item: Cloth Bag – White

Quantity: 7,500

Material: Cloth (fabric) Materials

Artwork & Specifications

**MMPRC
TOTE BAG SPECS**

Logo Colors



- C:82.03 M:7.81 Y:98.83 K:0.39
- C:6.64 M:0 Y:89.06 K:0
- C:3.52 M:98.05 Y:92.97 K:0.39
- C:70.7 M:17.97 Y:0 K:0
- C:1.95 M:60.94 Y:100 K:0
- C:66 M:60 Y:59 K:44



Handle: 1x24in
(Length)

Height
15 inches

Width
14 inches

Sides
4 inches

Item: Cloth Bag – Blue

Quantity: 7,500

Material: Cloth (fabric) Materials

Artwork & Specifications

**MMPRC
TOTE BAG SPECIFICATION**

Colors

● C:51.56 M:0 Y:12.5 K:0
C:0 M:0 Y:0 K:0

Logo Colors



C:0 M:0 Y:0 K:0



Handle: 1x24in
(Length)

Height
15 inches

Sides
4 inches

Width
14 inches

Item: Bookmarks (Clip)

Quantity: 2,000

Artwork & Specifications

**MMPRC
BOOKMARK CLIP SPECS**

Color of clip

C:0 M:0 Y:0 K:0
White

Logo Colors



-  C:82.03 M:7.81 Y:98.83 K:0.39
-  C:6.64 M:0 Y:89.06 K:0
-  C:3.52 M:98.05 Y:92.97 K:0.39
-  C:70.7 M:17.97 Y:0 K:0
-  C:1.95 M:60.94 Y:100 K:0
-  C:66 M:60 Y:59 K:44

Material
Metal

Logo Dimensions
20mmx18.8mm

Clip Dimensions
33mmx7mm
Normal Clip size



Item: Luggage Tags

Quantity: 3,000

Artwork & Specifications

**MMPRC
LUGGAGE TAG SPECS**

Logo Colors



- C:82.03 M:7.81 Y:98.83 K:0.39
- C:6.64 M:0 Y:89.06 K:0
- C:3.52 M:98.05 Y:92.97 K:0.39
- C:70.7 M:17.97 Y:0 K:0
- C:1.95 M:60.94 Y:100 K:0
- C:66 M:60 Y:59 K:44

Material
PVC leather

Dimensions
4.14 in x 2.55 in
3.5in x 2in (name tag)



Item: Pen

Quantity: 8,000

Artwork & Specifications

**MMPRC
Pen - White**

PVC

Color

C:0 M:0 Y:0 K:0
White

Logo Colors



-  C:82.03 M:7.81 Y:98.83 K:0.39
-  C:6.64 M:0 Y:89.06 K:0
-  C:3.52 M:98.05 Y:92.97 K:0.39
-  C:70.7 M:17.97 Y:0 K:0
-  C:1.95 M:60.94 Y:100 K:0
-  C:66 M:60 Y:59 K:44



Item: Key Tags

Quantity: 10,000

Artwork & Specifications

**MMPRC
KEY TAG
Wristlet for Keys**

Material:
Cotton fabric
250gsm
24cm x 2cm

Golden split ring
diameter : 1 inch

Key hook and ring
SS material

Color

● C:62 M:0 Y:25 K:0

Logo Colors



● C:82.03 M:7.81 Y:98.83 K:0.39

● C:6.64 M:0 Y:89.06 K:0

● C:3.52 M:98.05 Y:92.97 K:0.39

● C:70.7 M:17.97 Y:0 K:0

● C:1.95 M:60.94 Y:100 K:0



Item: Envelopes

Quantity: 3,000

Artwork & Specifications

MMPRC
Envelope A5 SPECS

Logo Colors



- C:82.03 M:7.81 Y:98.83 K:0.39
- C:6.64 M:0 Y:89.06 K:0
- C:3.52 M:98.05 Y:92.97 K:0.39
- C:70.7 M:17.97 Y:0 K:0
- C:1.95 M:60.94 Y:100 K:0
- C:66 M:60 Y:59 K:44

Material
Paper

Dimensions
5.8 inches x 8.3 inches
A5 size



Item: Fridge Magnets

Quantity: 3,000

Artwork & Specifications

**MMPRC
FRIDGE MAGNETS
70mm x 45mm**

Logo Colors



● C:82.03 M:7.81 Y:98.83 K:0.39

● C:6.64 M:0 Y:89.06 K:0

● C:3.52 M:98.05 Y:92.97 K:0.39

● C:70.7 M:17.97 Y:0 K:0

● C:1.95 M:60.94 Y:100 K:0

● C:66 M:60 Y:59 K:44

Material

Metal

Dimensions

70mm (w) x 45mm (h)

