



Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)
FOR THE PURPOSE OF HIRING A TRANSLATION COMPANY FOR THE TRANSLATION OF
DESTINATION GUIDE 2025

4th December 2024

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PROC/MMPRC/2024/37
1.2	Announcement Date:	4 th December 2024
1.3	Project:	HIRING A TRANSLATION COMPANY FOR THE TRANSLATION OF DESTINATION GUIDE 2025
1.4	Registration Deadline (Date & Time)	11 th December 2024 via E-Mail, before 1200 hours (MALDIVES LOCAL TIME) procurement@visitmaldives.com
1.5	Pre-bid meeting / Info Session	11 th December 2024 via E-Mail, before 1400 hours (MALDIVES LOCAL TIME) via online meeting
1.6	Clarification Deadline	16 th December 2024, via E-Mail, at 1200 hours (MALDIVES LOCAL TIME) procurement@visitmaldives.com
1.7	Submission Deadline (Date & Time)	17 th December 2024, via E-Mail, at 1200 hours (MALDIVES LOCAL TIME) Email: tender202@visitmaldives.com
1.8	Tender addressed to	Mr. Hassan Shaheel Director, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 2nd Floor, Boduthakurufaanu Magu, Male' Republic of Maldives Email: tender202@visitmaldives.com
2.	Procedure of Tendering	
2.1	<p>Eligible Tenderers</p> <p>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> <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>	

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 11th December 2024 before 1200 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: 11th December 2024 at 1400hrs (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: 16th December 2023 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: 17th December 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.
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 Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English , in which case, for purposes of interpretation of the Tender, such translation shall govern.
3.4	Documents Comprising the Tender 3.4.1 Cover Letter as per section 4 <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 included. - The cover letter should have company stamp. 3.4.2 Quotation <ul style="list-style-type: none"> - Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender.

- The quotation shall include detailed cost breakdown for the translation.
- Cost breakdown should be provided separately for all the languages.
- The bidder should quote the price per word as well in the quotation
- All calculations and costing should be in US Dollars.

3.4.3 Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society

- Tender proposal will not be eligible if the document is not submitted with the tender.
- 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.

3.4.4 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
 - Proposed focal for this project

3.4.5 Past experience

- Tender Proposal will be disqualified if the past experience letter or email are not submitted with the tender
- 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 a screenshot/snapshot of an email from a contractor that the tenderer has worked with. Copy-pasted texts on a document will not be accepted.

	<ul style="list-style-type: none"> - 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. <p>3.4.6 Proof of financial capability</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 bidder does not have 20 percent of the total quoted price <u>excluding fixed deposits</u> in their bank account. - Each Tenderer/Respondent should submit proof of financial capability by submitting one of the following documents, clearly indicating the currency. <ul style="list-style-type: none"> 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 total 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. OR b) Last 3 months' (from the date of this announcement) bank statement on the <u>bank letterhead.</u> <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>Period of Validity of Tender</p> <ul style="list-style-type: none"> (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. If the tender validity is not stated in the proposal, it will be considered as valid for 90 days. (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.
3.5	Tender Security (If required): Not Applicable
3.7	Budget The Tenderer must propose a contract price.
3.8	Contract Period The contract period will be 01 year from the date of signing the contract.
3.9	Taxes a) All Bidders shall quote the prices inclusive of Taxes. b) Pursuant to section 55 (a) of the Maldives Income Tax Act, all international bidders are subject to a 10% withholding tax deduction from the invoice total amount.
3.10	Alternative Tenders Not Applicable
3.11	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; or (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;

3.12	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.
3.13	<p>Authorization</p> <p>The tender shall be signed by a person duly authorized to sign on behalf of the tenderer.</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 2.6 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.2	<p>Late Tender</p> <p>MMPRC shall not consider any tender that arrives after the deadline for submission of tenders, in accordance with clause 1.7. Any tender received by MMPRC after the deadline for submission of tenders shall be declared late, rejected, and returned unopened to the tenderer.</p>
4.3	<p>Withdrawal and Re-submission</p> <p>The Respondents may withdraw at any time before the Proposal Due Date.</p>
4.4	<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	MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;

	<p>a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.4) in accordance with this RFP;</p> <p>b) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information</p> <p>c) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC</p> <p>d) Any Proposal that is received after the Proposal Due Date</p> <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 Bidder for clarification of its Bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Bids.
6.3	From the Bid Due Date until the issue of the Letter of Award, if any 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 Bidders 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 - Not applicable Advance Payment Guaranty - Not applicable
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	Total Price quoted for each language shall be transferred by MMPRC to the Selected Respondent/Bidder, after the completion of the translation and upon submission of the invoice for each language within 30 working days.
11	Penalty & Contract Termination
11.1	Penalty 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>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>The contract will be terminated if the selected bidder fails to deliver all the services as per the scope of work and stated in the agreement.</p>

Section 2 - Evaluation Criteria

Area	Details	Marks
Contract Price	The Bid proposing the lowest “Contract Price” shall receive a maximum score of Fifty (50) marks, and marks will be allocated to other Bids according to pro-rata basis. The price quoted should include cost breakdown for each language translation.	50
Company Profile	Marks will be given considering the below mentioned points; <ul style="list-style-type: none"> a) The organizational capacity (Staff and Nature of work) b) Number of years in operation c) Services offered by the company d) Proposed team for this project e) Proposed focal for this project 	20
Past Experience	Marks for experience with related works will be given as mentioned below. <ul style="list-style-type: none"> a) 3 letters/email (stating translation of three languages): 30 marks b) 2 letters/email (stating translation of two languages): 20 marks c) 1 letter/email (stating translation of one language): 15 marks <p>Marks will be awarded based on the work mentioned in the reference letters or emails and their relatedness to the scope of work mentioned in the RFP.</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>	30
	TOTAL	100

Section 3 - Scope of Work

MMPRC / Visit Maldives is seeking to hire a professional translation company to translate the Destination Guide produced by the corporation. The translations should be provided in the official languages of the respective target countries.

1- Below are the details.

No	Details	Languages	Quantity / No. of Words
a)	To translate Destination Guide of MMPRC	1. Italian 2. Russian 3. German 4. Spanish 5. French 6. Chinese 7. Japanese 8. Korean 9. Arabic 10. Turkish	One-time translations - 23,000 - 24,000 (estimated)

2- The content written for the destination guide would include:

- a. Single-sentenced wordings on artworks and images
- b. Paragraphs and descriptions
- c. Articles & write-ups

3- The bidder should provide the cost for each language in a single quotation for each language separately. Also, the bidder should quote the price per word.

4- The winning party is required to provide the final translation of the destination guide within 14 days of submitting the documents that need to be translated.

5- Additional Comments:

- Translated files must meet the requirements set forth by this corporation. After the file is translated, a second qualified translator shall proofread the translations to the original (English) files.
- Once the translated content has been aligned with the layout of the Destination Guide, a comprehensive final proofreading should be conducted.
- Translators shall be responsible for the accuracy of translations and for correctly implementing edits. Translated information must be accurate, consistent, and understood by the native language speakers.
- The Contractor must ensure translated texts convey original meaning and tone in the native language
- The Contractor shall provide language professionals qualified to perform translation (from English). The required languages will include:

- i. Italian
 - ii. Russian
 - iii. German
 - iv. Spanish
 - v. French
 - vi. Chinese
 - vii. Japanese
 - viii. Korean
 - ix. Arabic
 - x. Turkish
- MMPRC may request the Contractor to update a previously translated document by incorporating any new changes, updates, or deletions from the updated English version to ensure the translation fully aligns with the revised content.

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/Madam,

Sub: Bid to hire a translation company for the translation of Destination Guide 2025

Having examined all the information provided, we the undersigned offer to be the translation company for MMPRC as per the requirements of the RFP (the "Works") as set out in this Bid.

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). The Contract Price is provided below;

Language	Price excluding Tax (\$)	Tax (\$)	Total Price (\$)
Italian			
Russian			
German			
Spanish			
French			
Chinese			
Japanese			
Korean			
Arabic			
Turkish			
Total Contract Price (\$)			

Note: 10% Withholding Tax will be deducted from the total of each invoice amount.

We undertake, if our Proposal is accepted, to complete the Works in the scope of work within the deadlines and as per the specifications provided by MMPRC within the price quoted above. 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: _____