



Maldives Marketing and Public Relations Corporations
Republic of Maldives

REQUEST FOR PROPOSALS (RFP)
TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT ITB ASIA 2025

13th July 2025

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PROC/MMPRC/2025/17
1.2	Announcement Date:	13 th July 2025
1.3	Project:	TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT ITB ASIA 2025
1.4	Registration Deadline (Date & Time)	23 rd July 2025, via E-Mail, before 1200 hours (MALDIVES LOCAL TIME) procurement@visitmaldives.com
1.5	Pre-bid meeting / Info Session	23 rd July 2025 at 1400 hours (MALDIVES LOCAL TIME) via online meeting
1.6	Clarification Deadline	30 th July 2025, via E-Mail, at 1200 hours (MALDIVES LOCAL TIME) procurement@visitmaldives.com
1.7	Submission Deadline (Date & Time)	5 th August 2025 via E-Mail, before 1400 hours (MALDIVES LOCAL TIME) Email: tender404@visitmaldives.com
1.8	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: tender404@visitmaldives.com
1.9	Fair/ Event Details	
	Name of the Fair	ITB Asia 2025
	Venue	Sands Expo & Convention Centre, Singapore
	Stand Size	Stand Area: 99sqm Stand dimension: 16.5 x 6 (3 sides open) Stand Number: K25 (Floorplan attached)
	Dates of the Fair	15 th October 2025 to 17 th October 2025
2.	Procedure of Tendering	
2.1	Eligible Tenderers:	

	<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 23rd July 2025 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: 23rd July 2025 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: 4th August 2025 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: 5th August 2025</p> <p>Time: Before 1400hrs (Maldives local time)</p> <p>Email: tender404@visitmaldives.com</p>
2.7	Unless specifically stated otherwise in this RFP, all queries and communications in respect to the RFP or the tender process shall be addressed by any Respondent to MMPRC, by e-mail or in writing.
2.8	This RFP and all the entities participating in the Bid Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts in Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the RFP, Bid Process, or any other aspect in relation thereto.
2.9	Clear scanned documents must be provided. If it's not possible to read the scanned documents, the evaluation committee has the discretion to disqualify.
3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal (options may be submitted).
3.2	<p>Cost of Tendering:</p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.3	<p>Language of Tender:</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in English. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.4	<p>Measurements:</p> <p>All measurements shall be expressed in units of the metric system.</p>

3.5	<p>Documents Comprising the Tender:</p> <p>3.5.1 <u>Cover Letter as per section 4</u></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 <u>Quotation</u></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 <u>Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</u></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. <p>3.5.4 <u>Profile of the Tenderer</u></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 (Capacity of Staff - in numbers, 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 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.
- 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 does 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.
 - a) Bank reference letter. This letter should be in bank letterhead with authorized signature of the bank or bank stamp. The

	<p>letter should state that the 20% of the quoted price is available in their bank account excluding fixed deposits. The account balance should not be earlier than 1 month from the date of this announcement.</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 <u>Proposed Stand design</u></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, storage and any other areas specified in the RFP.
3.6	<p>Period of Validity of Tender:</p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive. If the tender validity is not stated in the proposal, it will be considered as valid for 90 days.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.7	Tender Security (If required): Not Applicable
3.8	Format of Signing of Tender:

	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”.
3.9	<p>Budget</p> <p>The Tenderer must propose a contract price.</p> <p>The budget allocated for this project is USD 60,000.00 (US Dollar Sixty Thousand 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 in writing by MMPRC.</p>
3.10	<p>Taxes</p> <p>a) All Bidders shall quote the prices inclusive of Taxes</p>
3.11	<p>Alternative Tenders:</p> <p>It is permitted to submit Alternative Tenders.</p>
3.12	<p>Conflict of Interest:</p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <p>(a) they have a controlling partner in common; or</p> <p>(b) they receive or have received any direct or indirect subsidy from any of them; or</p> <p>(c) they have the same legal representative for purposes of this Tender; or</p> <p>(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information</p>

	<p>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	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 1.6 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>
4.3	<p>Late Tender:</p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 1.6. 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.</p>

	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	<p>As consideration for the design and construction of the Maldives Stand at the ATM 2025 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

	<p>Respondent/Contractor, within 30 working days after the commencement of the work and upon submission of the invoice and,</p> <ul style="list-style-type: none"> - 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>	15
Past Experience	<p>Marks for experience with related works will be given as mentioned below.</p> <p>a) 3 Projects: 10 marks</p> <p>b) 2 Projects: 6 marks</p> <p>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	Marks will be given considering the below mentioned points;	5

	a) The organizational capacity (Capacity of Staff - in numbers, Nature of work) b) Proposed team for this project c) Number of years in operation d) Services offered by the company	
	TOTAL	100

Section 3 - Scope & Specifications

1. Scope of Work:

ITB Asia, Asia's Leading Travel Trade Show, is an annually held B2B trade show and convention for the travel industry; it is designed to be the primary event for the Asia Pacific travel industry. ITB Asia is organised by Messe Berlin Asia Pacific and supported by the Singapore Exhibition & Convention Bureau. ITB Asia is co-located with MICE Show Asia and Travel Tech Asia covering the key verticals in the travel industry such as Leisure, MICE, Corporate, and Travel Technology. With three shows in one event, it has become Asia's largest travel showcase.

Scope of the project is to design and construct the Maldives Stand at ITB ASIA 2025 to be held in Marina Bay Sands, in Singapore from 15th - 17th October 2025. Design should be attractive and functional according to the requirements set forth by MMPRC. Construction should be carried out in accordance with the construction regulations for ITB ASIA 2025 set by the organisers of the event. (Refer to the organiser's official website, <https://www.itb-asia.com/index>. It is the responsibility of the stand constructor to take all preventive measures set out by the fair organisers with regard to overall safety of the stand.

2. The scope of the works shall include.

2.1 Interested parties need to submit a design and the estimated cost to construct the Maldives stand at ITB ASIA 2025. Drawings should be to scale, and all measurements marked clearly. **Total cost should show a clear breakdown of all components.**

- The construction of the Stand to agreed design proposal at the location provided to MMPRC by the fair organisers.
- The elements and materials utilised must meet minimum quality standards. Provide a clear indication of the materials utilised for each component, such as wood, canvas, fibre etc.
- The stand area should be thoroughly cleaned, dust wiped off, any garbage or waste cleared upon handing over the finished stand.
- Consideration should be given to safety & preventive measures set out by the fair organiser.

- All construction work should be completed at least 24 hours prior to the fair's opening time, ensuring ample time for MMPRC officials to run a final check of the stand, arrange promotional materials and preparations at the stand for the event.
- The process of disassembling the stand should start as soon as the stand is handed over by MMPRC at the end of the Fair. This should be carried out according to the organiser's guidelines.
- The measurements given in specific areas should meet the criteria. Items with no specific measurements are left for the designer's choice.

3. The concept and design should strongly address the following points:

- The Stand concept and design should be presented in a modern design (not completely lose the existing structural design of the Maldives stand themes)
- The design should 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.
- Maintain/not completely lose the existing structural design of the Maldives stand themes used by Maldives currently in various exhibitions.
- Be inspired by authentic Maldivian designs that represent the island destination's distinctive features that emphasise its position as a premium destination.
- Encompass unique and exclusive features, taking inspiration from the destination's extraordinary aspects.

4. Stand Main requirements

- 4.1 Stand design renders should be in accordance with the measurements stated below;
- 99 sqm
 - Three sides open
 - Overall height should be in accordance with the guidelines given by ITB ASIA 2025 organisers
- 4.2 The stand design should have a cohesive colour palette throughout the design.
- 4.3 The stand should be accessibility friendly (should be able to enter the stand from all sides comfortably).
- 4.4 A ramp for people with special needs should be incorporated.

- 4.5 The furniture and decorative items used should be simple and to bring out the luxury image of the destination.
- 4.6 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.
- 4.7 All measurements within the stand including tables, chairs and other elements and distance should be provided from point to point.
- 4.8 Stand rendering should be provided from all the angles. Stand design renders should be with clear measurements
- 4.9 All the electric points/switch boards should be identified in the design.
- 4.10 The stand design should have a cohesive colour palette all throughout the design. The colours should take inspiration from the overall destination.
- 4.11 Incorporate elements (cultural, marine .etc) in a creative manner. (cultural props/ hanging elements, artworks .etc)
- 4.12 All the components such as counters, lockable tables, storage and an information counter should be arranged in a logical and practical manner considering the preventive and safety measures implemented by the fair organiser.
- 4.13 Overall finishing of this stand should be gloss finishing. It should be a polished finishing.

5. Stand Elements:

5.1 Co-Exhibitor Counters (22 Counters):

- Separate lockable counters around the Stand with the storing capacity for brochures and bags.
- The width of the counter should be 450mm and a length of 600mm.
- The counters should have a height of 1075mm from the floor.
- The height of counter dividers should be 152.40mm.
- There should be 178mm of space between each counter.
- Should there be any structures/walls behind the counter then there should be a gap of 1219.20mm.
- Counter Dividers should be placed with the company name and should be designed in a way that it is visible from a distance
- Should be easily accessible into the Stand from all the sides.
- There should be space between each counter.

- Should display co-exhibitor logos on the front of the counter. (Logo artworks will be provided by MMPRC to the selected party)
- Should display co-exhibitors' names and logos on the countertop, which should be visible from a distance. (Artworks will be provided by MMPRC to the selected party)
- Should include counter stools.
- Should include universal electric plug points in each counter. (Should be identified in the design)
- Should include lockable drawers in each counter. Individual keys for each lock at the counter must be provided.
- The design and colour scheme of the counter should fit/complement the overall design of the stand.
- Counter Measurements, and distance between each counter should be provided.

5.2 Main Information Counter :

- One information counter at the front entrance of the stand.
- Information counters should have shelves and lockable drawers to store promotional materials.
- Information counters should be presented in a creative design.
- The design and colour scheme of the counter should complement the overall design of the stand.
- Furniture: 02 comfortable stools for the representatives on the information counter (Recommended length: 5ft)
- Visit Maldives logo to be placed in front of the information counter.
- Should include universal electric plug points.
- The countertop should have the capacity for 2 persons to comfortably use the counter space at the same time.
- Be appropriate and spacious to display approximately 3-4 different types of print materials
- Countertop should have space to place 2-3 types of giveaways and 2-3 types of local food (snacks)

5.3 Storage Room

- One lockable storage 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 include 03 universal electric plug points in the storage room.
- Should include coat hangers/hooks for all exhibiting representatives
- All measurements should be included in the design.

5.4 Floating Tables

- There should be 3 meeting tables There should be 3 chairs per table.
- Table Measurement: 600mm diameter.
- Should include universal electric plug points for each table (should be identified in the design).

5.5 Photo Backdrop 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.

- A wall or prominent area of the Stand that can be used as a photo backdrop.
- 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
- Maldives branding should be visible in this area.
- The design should embrace a minimalistic approach.

5.6 Maldives Map:

- Should have a map of the Maldives (artwork for map will be provided by MMPRC)
- This should be placed in a prominent location where visitors can easily access.

5.7 Branding and artworks

- Maldives branding such as the SSOL logo should be prominently visible at locations within the stand in accordance with the stand design. This can be incorporated into the stand structure.

- Should provide enough space or surface area (according to the proposed design) for relevant photos, decorative materials that can be used in the design according to the overall theme to enhance the quality of the stand.

5.8 Stand Name:

- The name of the Stand should be “Visit Maldives” visible from all the sides.
- Maximum visibility of the stand name should be provided from all 3 sides of the stand.
- **This should be done without Rigging.**
- This should be built within the stand structure in a seamless manner.

5.9 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.
- **This should be done without Rigging.**
- Harsh white, fluorescent lighting should be avoided and instead use warm lighting throughout the stand.
- All the electric points/switch boards should be identified.

6. Additional Services:

- Should provide a water dispenser for the fair duration with at least/estimated 200 paper cups per day. (No single use of plastic). The water dispenser should be refilled on all fair days.
- Should provide adequate dustbins at the stand and the garbage should be disposed of on all fair days.
- Should provide daily cleaning of the stand for the fair duration.
- 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.
- Should have a first aid box placed in the storage area.
- 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.

7. Coffee Service

- Coffee machine (with sugar, milk, coffee capsules) with at least/estimated 100 paper cups per each day. (No single-use plastic).

8. Additional Conditions and Requirements:

- The design should be in conformity to the Maldives Stand concept and Design Requirement and Stand Building Regulations set by ITB ASIA 2025, Fair organisers (Refer to the organiser's official website, <https://www.itb-asia.com/index>)
- It is the duty of the Selected Party to meet specific requirements of the ITB ASIA Fair organisers, so that the Stand receives due recognition from the organiser and public
- All documentations necessary for Stand design approval should be submitted by the Selected Party before the deadline specified by the ITB ASIA 2025, Fair organisers.
- Complete construction and handover of the finished stand 24 hours before the opening time of the fair.
- After the fair dismantling should be handled as per the guidelines provided by the Fair organiser.
- Any cost which may arise outside of the above quotation shall be pre-approved.
- All measurements of objects and distances should be clearly marked from point to point on the drawing.
- The price quoted by the bidder should include all the 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 ITB Asia 2025.

Having examined all the information provided, we the undersigned offer to design and construct the Maldives Stand at ITB Asia 2025 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). The Contract Price is provided below;

Year	Price excluding Tax (\$)	Tax (\$)	Total Price (\$)
ITB Asia 2025			
Added options should be included in this table			
Contract Price(\$)			

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: _____

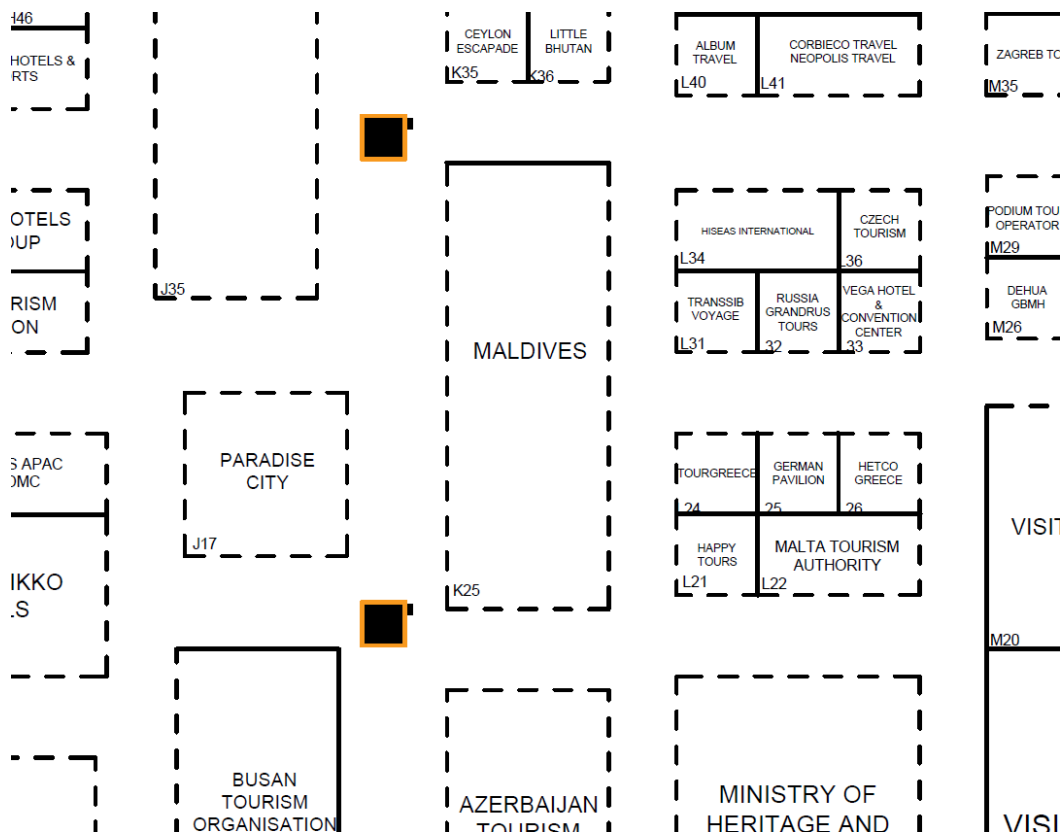
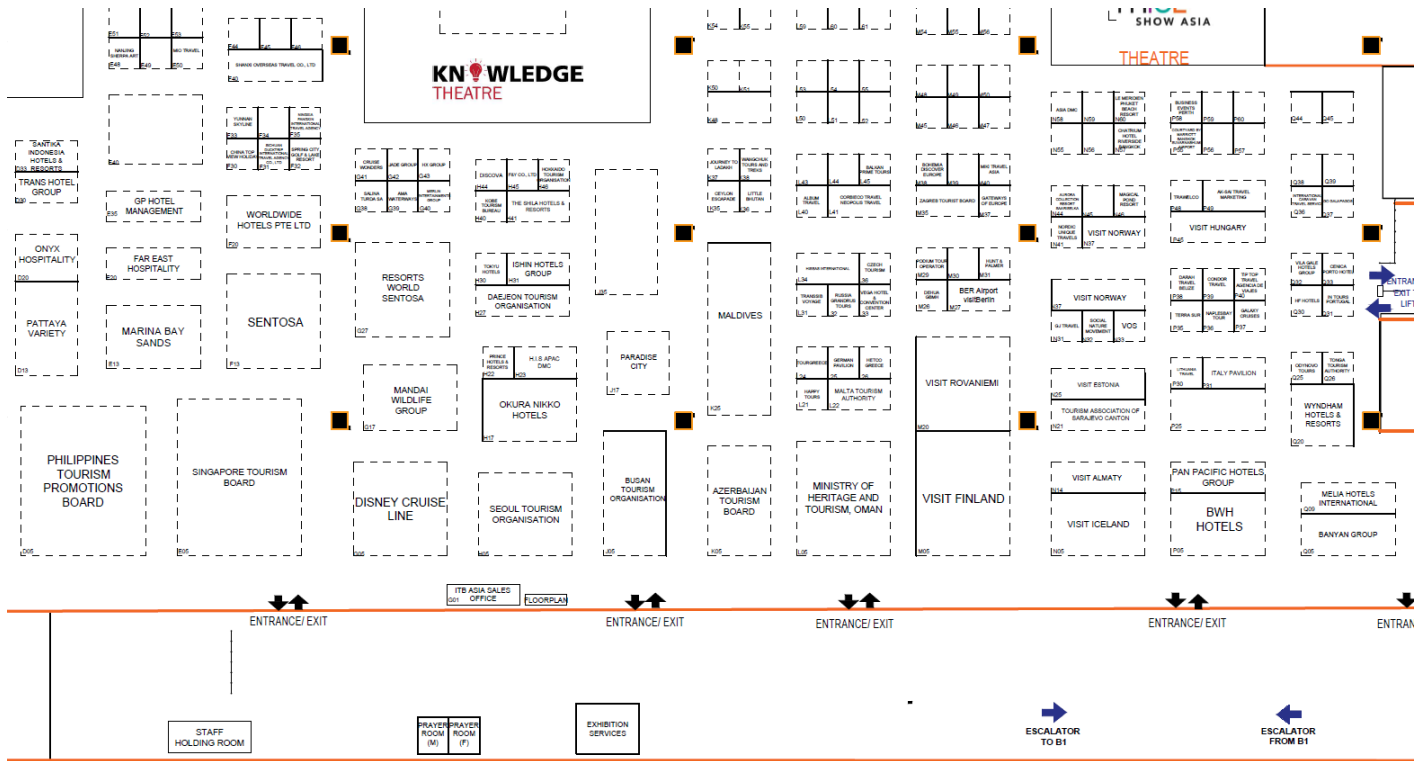
Stamp of the company/Business: _____

Date: _____

Section 5 - MALDIVES LOGO



Section 6 - FLOOR PLAN

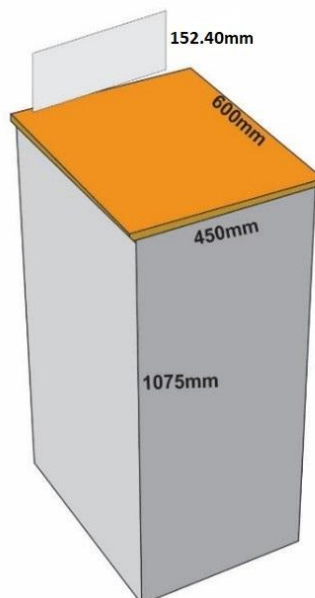
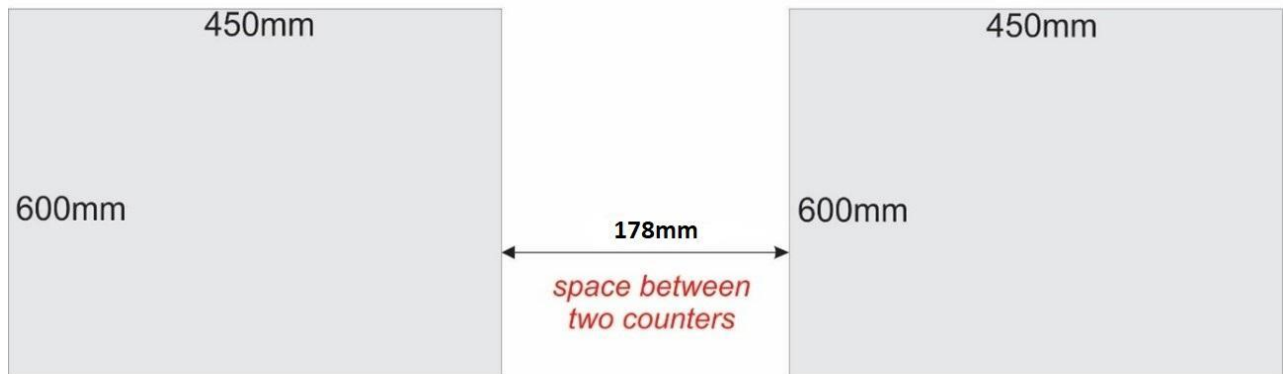


Section 7 - Measurements

A. Counters

This should be the standard spacing for counters.
This should be given as standard sizes we want for future RFP's

Counters



Section 8 - Submission Checklist

<u>SUBMISSION CHECKLIST FOR ATM 2025 - STAND DESIGN & CONSTRUCTION</u>					
#	SUBMISSION OF DOCUMENTS	OUTCOME			
1	Cover letter				
	Is the cover letter submitted in the format given	Yes	Qualified	No	Disqualified
2	Quotation				
	Is the quotation submitted?	Yes	Qualified	No	Disqualified
	Does the quoted contract price have a cost breakdown of the construction of the stand?	Yes	Qualified	No	Disqualified
3	Copy of Registration Certificate				
	Is the company registration certificate submitted?	Yes	Eligible	No	Not eligible
	Is the company registration certificate a valid document at the time of submission	Yes	Eligible	No	Not eligible
	If the registration Certificate is not in English, is an English translation submitted?	Yes	Eligible	No	Not eligible
4	Profile of the tenderer				
	Is the profile of the tenderer submitted?	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include organizational capacity (staff and nature of work)	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include proposed team for this project	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include number of years in operation	Yes	Marks will be awarded	No	Marks will be deducted
	Does the profile include services offered by the company	Yes	Marks will be awarded	No	Marks will be deducted
5	Past experience letters				
	Are Past experience letters submitted?	Yes	Qualified	No	Disqualified
	Does the past experience letters/ emails indicate similar works within the past 5 years?	Yes	Qualified	No	Disqualified

	Does the past experience letters/ emails contains contact number or email?	Yes	Qualified	No	Disqualified
	Does the past experience letters/ emails indicate the date of the project?	Yes	Qualified	No	Disqualified
	Are pictures of previous design and construction works submitted along with the letters?	Yes	Qualified	No	Disqualified
	Does the pictures of the past projects have the name and year of the project?	Yes	Marks will be awarded	No	Marks will be deducted
6	Proposed stand design				
	Is the proposed stand design submitted?	Yes	Qualified	No	Disqualified
	Is the proposed stand design detailed as per RFP (3.5.7)?	Yes	Marks will be awarded	No	Marks will be deducted
	Is the proposed design marked with the measurements of counters, storage and any other areas specified in the RFP.	Yes	Marks will be awarded	No	Marks will be deducted
7	Proof of financial capability				
	Is the bank reference letter or bank statement submitted?	Yes	Qualified	No	Disqualified
	Is the bank reference letter or bank statement on the bank letterhead?	Yes	Qualified	No	Disqualified
	Does the bank reference letter have an authorized signature of the bank?	Yes	Qualified	No	Disqualified
	Does the bank reference letter or bank statement indicate that 20% of the quoted price is available excluding fixed deposits?	Yes	Qualified	No	Disqualified
	Is the bank statement submitted is within the past three months from the date of announcement?	Yes	Qualified	No	Disqualified
	Is account balance stated in the bank letter within 1 month from the date of this announcement?	Yes	Qualified	No	Disqualified
	If the document is not in English, is a translation provided?	Yes	Qualified	No	Disqualified
	Does the translated document have a bank signature or a stamp?	Yes	Qualified	No	Disqualified