



REQUEST FOR PROPOSAL EVENT MANAGEMENT SERVICES

RFP Ref: MWSC/71/2023/01

BACKGROUND

Male' Water and Sewerage Company Pvt. Ltd. (MWSC) invites proposals to be submitted for the provision of event management services. The event management services will be required for organizing the 28th Anniversary function and Staff Award Night of MWSC.

Additional information regarding the submission of proposals will be available under the 'Request for Proposal (RFP)' uploaded on the Male' Water and Sewerage company PVT.LTD Website and the Maldivian Government Gazette.

MWSC Website: www.mwsc.com.mv

Maldivian Government Gazette:
www.gazette.gov.mv

Only parties who participate in the pre-bid meeting shall be eligible for submission of the RFP.

KEY INFORMATION

THE PROJECT

Project Name: Event Management Services for MWSC's 28th Anniversary Function and Staff Award Night

Proposals are invited for provision and management of MWSC's Anniversary Function and Staff Award Night, as per the details given below:

Event 1: 28th Anniversary Official Function

- Venue: Henveyru Football Ground
- Tentative date: 25th May 2023 (venue will be available from 21st May 2023)
- Time: 20:00PM
- Number of guests expected: 700+

Event 2: Staff Award Night

- Venue: Giyaasudheen School
- Tentative date: 9th June 2023
- Time: 20:00PM
- Number of guests: 500

• Project Requirements:

- Concept and design required for both events
- Event execution as per approved concept
- Further details of the project requirement is available on the detailed RFP document

CONTACT



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Contracting@mwsc.com.mv



www.mwsc.com.mv



6th Floor, MWSC Customer Service Building
Ameennee Magu, 20178
Male', Maldives

DEAD LINES

RFP ANNOUNCEMENT

11th April 2023

PRE-BID

16th April 2023

SUBMISSION OF QUERIES

Till 19th April 2023

RFP SUBMISSION

27th April 2023

REQUEST FOR PROPOSAL (RFP)

1. Male' Water and Sewerage Company Pvt. Ltd. (MWSC) is seeking local parties for the provision of event management services, to organize the 28th Anniversary function and Staff Night 2023 of MWSC, hereafter referred to as the 'Events'.
2. This Request for Proposal (RFP) details the instructions for submitting proposals and the criteria by which a bidder may be selected for award of the Events.
3. A complete set of the RFP document will be available for eligible interested parties from MWSC website at www.mwsc.com.mv and www.gazette.gov.mv.
4. The milestones, key deadlines and details as relevant pertaining to the RFP is given in the Schedule of Events table below and the subsequent sections of this RFP.
5. Responsive bids to this RFP shall be constitute as offers. Any response to this RFP shall not form a procedural contract. MWSC reserves the right to reject any and all bids at its discretion.
6. Acceptance of the bid and formation of a legally binding contract shall only take place upon an agreement being signed between both parties.

SCHEDULE OF EVENTS		
Milestone	Deadlines	Details
Announcement	11th April 2023 Online on MWSC website and Maldivian Government Gazette	- Details of the RFP is announced on MWSC website and the Maldivian Government Gazette with publication of the full RFP document for perusal - www.mwsc.com.mv www.gazette.gov.mv
Pre-bid meeting	16th April 2023 1100 hrs. MWSC 6 th floor, Customer Service Building	- Bidders must participate in the information session
Deadline for Submission of Enquiries	19th April 2023 1100 hrs. Submission of written enquiries through email	- Only attendees of pre-bid meeting may submit queries in writing to the email address below: - Contracting@mwsc.com.mv - Enquiries should be submitted through the registered emails given by the bidder - Enquiries submitted through unregistered emails will not be attended - No enquiries shall be attended after the date of closure of enquiries
Response to bidders	20th April 2023 1600 hrs. Submission of written responses through email	- Enquiries shall be compiled and responses, where applicable, shall be sent to all registered parties to the registered emails - No further clarification shall be addressed after the responses have been sent

Proposal Submission Deadline	27th April 2023 1100 hrs. Submission of Proposals in person at the following address: MWSC 6 th floor, Customer Service Building	<ul style="list-style-type: none">- Bidders must submit the Proposal by being present at the given address at the allocated time- Proposals received after the submission deadline shall not be accepted- Proposals should be sealed as per the formats and requirements given in the subsequent RFP sections
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SECTION I – INSTRUCTIONS TO BIDDERS (ITB)

A. GENERAL		
1. Scope of RFP	1.1.	Male' Water and Sewerage Company Pvt. Ltd. (MWSC), a Company established under the laws of Republic of Maldives under registration number C-67/95 with its registered office at Fen Building, 5/F, Ameenee Magu, Machchangolhi, Male', 20375, Republic of Maldives (hereinafter referred to as "MWSC", issues this Request for Proposal (RFP) for the for the provision of event management services, to organize the 28 th Anniversary function and Staff Night 2023 of MWSC, hereafter referred to as the 'Events, as specified in Section III – Requirements of MWSC.
	1.2.	The reference number for this RFP is MWSC/71/2023/01, which shall be used as a reference for all documentations relevant to this RFP wherereference is to be made to this RFP
	1.3.	Throughout this RFP Document: (a) the term "in writing" means communicated in written form and delivered against receipt; (b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and (c) "day" means calendar day.
2. Corrupt & Fraudulent Practices	2.1.	<p>It is a requirement of MWSC that bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the RFP process and execution of Works. In pursuance of this policy, MWSC:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(i) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and;</p> <p>(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of MWSC and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificialnon-competitive levels and to deprive MWSC of the benefitsof free and open competition.</p> <p>(b) will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>(c) Will sanction a firm or individual, at any time including declaring such firm or individual ineligible, either indefinitely or for a stated period of time from being awarded a contract from MWSC.</p> <p>(d) will terminate the contract after having given fourteen (14) days'</p>

		notice to the bidder.
3. Eligible bidders	3.1.	A bidder must be a locally registered business (soletrader, partnership or limited liability company) - subject to ITB 3.2
	3.2.	A bidder may jointly apply with another potential Joint Venture Partner or form a consortium/associate with another potential partner/s.
	3.3.	A bidder shall not have a conflict of interest. Any bidder found to have a conflict of interest shall be disqualified. For the purpose of this RFP, a bidder may be considered to have a conflict of interest,if the bidder: <ul style="list-style-type: none"> (a) directly or indirectly controls, is controlled by or is under common control with another bidder; or (b) receives or has received any direct or indirect subsidy from another bidder; or (c) has the same legal representative as Owner; or (d) has a relationship with another bidder, directly or through common third parties, that puts it in a position to influence the proposal of another bidder, or influence the decisions of MWSC regarding this RFP process; or (e) Submits more than one proposal in this RFP process by the same business entity for the same Project. Participation by a bidder in more than one Proposal will result in the disqualification of all Proposals in which such bidder is involved.
	3.4.	A bidder shall not be under suspension from proposal submission by MWSC.
	3.5.	Bidder shall not have a consistent history of court/arbitration award decisions against the bidder over the last five (5) years.
	3.6.	Bidder shall not have occurrence of non-performance of a contract as a result of the bidder's default over the last five (5) years.
	3.8.	A bidder shall provide such additional evidence, as MWSC may reasonably request, as proof of eligibility assatisfactory to MWSC.
	B. CONTENTS OF THE RFP DOCUMENT	
4. Sections of RFP Document	4.1.	The RFP Documents include all the sections specified below and should be read in conjunction with any addenda issued in accordance with ITB clause 6. <ul style="list-style-type: none"> • Section I. Instructions to bidders (ITB) • Section II. Evaluation Criteria • Section III. Requirements of MWSC • Section IV: Scope of MWSC • Section V. Requirements of the Proposal • Section VI. Annexes and Forms
	4.2.	Unless obtained directly from MWSC, MWSC is not responsible for the completeness of the RFP Documents, responses to requests for clarification, or Addenda to the RFP Documents in accordance with ITB 6. In case of any contradiction, documents obtained directly by MWSC shall prevail.

	4.3.	The bidder is expected to examine all instructions, forms, terms, and specifications in the RFP Documents and to provide with its proposal all information and documentation as is required by the RFP Documents.
5. Clarifications to RFP Document	5.1.	A bidder requiring any clarification of the RFP Documents shall contact MWSC via email to MWSC's address specified in the ITB 5.2, or raise its enquiries during the Clarification Meetings. MWSC will respond in writing to any request for clarification, provided that such request is received within the deadline as given in the RFP announcement. MWSC shall provide its response in accordance with the RFP announcement. Should the clarification result in changes to the essential elements of the RFP Documents, MWSC shall amend the RFP Documents following the procedure under ITB 6 and ITB 15.2.
	5.2.	For clarifications and RFP purposes only, MWSC's address is: Attn: Procurement Department MWSC 6 th floor, Customer Service Building Ameenee Magu Male', Maldives Email: mahfooz.ahmed@mwsc.com.mv Contracting@mwsc.com.mv Website: www.mwsc.com.mv
6. Amendments to the RFP Document	6.1.	At any time prior to the deadline for submission of proposal, MWSC may amend the RFP Documents by issuing addenda.
	6.2.	Any addendum issued shall be part of the RFP Documents and shall promptly email all registered bidders in accordance with ITB 5.1.
	6.3.	To give bidders reasonable time in which to take an addendum into account in preparing their proposal, MWSC may extend the deadline. For the submission of proposal, pursuant to ITB 15.2.
C. PREPARATION OF THE PROPOSALS		
7. Cost of Bidding	7.1.	All costs associated with the preparation and submission of the proposal shall be at the cost of the bidder, and MWSC shall not be liable for any costs incurred by the bidder, direct or indirect, regardless of the conductor outcome of the RFP Process.
8. Language of Proposal	8.1.	The RFP, as well as all correspondence and documents relating to the RFP exchanged by the bidder and MWSC, shall be written in the ENGLISH language.
9. Documents Comprising the Proposal	9.1.	The bidder shall furnish the required Business Proposal including Proposal Submission Form, Legal documents, Concept Design, documents confirming the experience in relevant field and any other information as stipulated in Section V, in sufficient detail to demonstrate the adequacy of the bidder's proposal to meet the work requirements.

10. Bid Security	10.1.	The Bidder shall furnish, as part of his bid, a bid security in the amount of MVR 5000.
	10.2.	The Bid Security shall be valid for 30 (Thirty) days beyond the validity of the bid.
	10.3.	The Bid Security shall be a demand guarantee in forms of an unconditional guarantee issued by a locally registered Bank or financial institution (such as an insurance, bonding or surety company). The bid security shall be submitted using the Bid Security Form included in Section VI.
	10.4.	A proposal will be considered non-responsive if the proposal is submitted without the original bid security.
	10.5.	The Bid Security or Bid- Securing Declaration of a JV must be in the name of the JV that submits the Bid. If the JV has not been legally constituted into a legally enforceable JV at the time of Bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future members as named in the letter of intent
	10.6.	The bid security of the bidders shall be returned as promptly as possible once the successful bidder signs the Final Agreement.
11. Currencies of Proposal	11.1.	The currency of the proposal must be quoted in Maldivian Rufiyaa (MVR).
12. Validity of Proposals	12.1.	Proposal shall remain valid for a period of Sixty (60)days after the proposals are submitted to MWSC in accordance with submission details specified in ITB 15.1. Any proposal submitted specifying a period shorter than the requirement stated above may be rejected by MWSC.
13. Format and Signing of Proposals	13.1.	The original and all copies of the proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the bidder. This authorization shall consist of a written confirmation of a Power of Attorney to sign on behalf of the bidder. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the proposal where entries or amendments have been made shall be signed or initialed by the person signing the proposal.
	13.2.	The output format of the documents, whether print or digital, have been described in Form I under Section VI.
	13.3.	Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the proposal.
14. Sealing and Marking of Proposals	14.1.	The Bidder shall submit a single set of the Proposal in a single sealed envelope and mark the envelope as below: “PROPOSAL FOR EVENTS MANAGEMENT SERVICES FOR MWSC’S 28th ANNIVERSARY FUNCTION AND STAFF NIGHT 2023” Male’ Water and Sewerage Company Pvt. Ltd. 6th Floor, MWSC Customer service building, 20375, Ameenee Magu, Male’, Republic of Maldives

15. Deadline for Proposal Submission	15.1.	Proposals must be received by MWSCs in person, no later than the date and time specified in the RFP Announcement.
	15.2.	MWSC may, at its discretion, extend the deadline for the submission of proposals by amending the RFP Documents in accordance with ITB 6, in which case all rights and obligations of MWSC and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
16. Late Proposal	16.1.	MWSC shall not consider any proposals that is received, after the deadline for submission of proposal. Any proposal received by MWSC after the deadline for submission of proposal shall be declared late, rejected, and returned (where applicable) to the bidder.
17. Proposal Opening	17.1.	All proposals submitted shall be opened and reviewed after the submission deadline.
	17.2.	All registered bidders shall be emailed a list bearing the name of bidders and any other details as MWSC deems appropriate. However, the provided list of submitted bidders is not a substantiation of the final responsiveness or rankings of the proposals. MWSC shall neither discuss the merits of any proposal nor reject any proposal at this stage except for late proposal in accordance with ITB 16.1.
D. EVALUATION OF PROPOSALS		
18. Confidentiality	18.1.	Information relating to the ongoing evaluation of proposals, comparison of proposals and recommendation of contract award shall not be disclosed to bidders or any other persons not officially related to the RFP process until information on Contract award is communicated to all bidders in accordance with ITB 24.1 and 26.1.
	18.2.	Any attempt by a bidder to influence MWSC in the evaluation of the proposals or Contract award decisions may result in the rejection of its proposal of the bidder.
	18.3.	Notwithstanding ITB 18.2, from the time of proposal opening to the time of Contract award, if a bidder wishes to contact MWSC on any matter related to the RFP process, it shall do so in writing.
19. Clarifications for Proposals	19.1.	To assist in the examination, evaluation, and comparison of the proposals, and qualification of the bidders, MWSC may, at its discretion, ask any bidder for a clarification of its proposal, giving reasonable time for a response. Any clarification submitted by a bidder that is not in response to a request by MWSC shall not be considered. MWSC's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the proposed rates or figures or substance of the proposal shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by MWSC in the evaluation of the proposals, in accordance with ITB 22.
	19.2.	If a bidder does not provide clarifications of its proposal by the date and time set in MWSC's request for clarification, its proposal maybe rejected.

20. Deviations, Reservations & Omissions	20.1.	<p>During the evaluation of proposal, the following definitions apply:</p> <ul style="list-style-type: none"> (a) "Deviation" is a departure from the requirements specified in the RFP Documents. (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the RFP Documents; and (c) "Omission" is the failure to submit part, or all of the information or documentation required in the RFP Documents.
21. Determination of Responsiveness	21.1.	MWSC's determination of a proposal's responsiveness is to be based on the contents of the proposal itself, as defined in ITB 9.1.
	21.2.	A substantially responsive proposal is one that meets the requirements of the RFP Documents without material deviation, reservation, or omission.
	21.3.	<p>A material deviation, reservation, or omission is one that,</p> <ul style="list-style-type: none"> (a) if accepted, would <ul style="list-style-type: none"> (i) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or (ii) limit in any substantial way, inconsistent with the RFP Documents, MWSC's rights or the bidder's obligations under the proposed Contract; or (b) if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive proposal
	21.4.	If a proposal is not substantially responsive to the requirements of the RFP Documents, it shall be rejected by MWSC and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
22. Correction of Arithmetical Errors	22.1.	<p>Provided that the proposal is substantially responsive, MWSC may correct arithmetical errors on the following basis:</p> <ul style="list-style-type: none"> (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of MWSC there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	22.2.	Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 22.1, shall result in the rejection of the Proposal.
23. Evaluation of Proposals	23.1.	MWSC shall use the criteria and methodologies listed in Section II Evaluation Criteria.

24. MWSC's Right to Accept Any & to Reject Any or All Proposals	24.1.	MWSC reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposal at any time prior to contract award, without thereby incurring any liability to bidders. In case of annulment, all proposals submitted and specifically, bid securities, shall be promptly returned to the bidders.
E. AWARD OF CONTRACT		
25. Award Criteria	25.1.	Subject to ITB 24.1., MWSC shall conditionally award the Contract to the bidder whose proposal has been determined to be substantially responsive to the RFP Documents and scored the highest marks from evaluation as specified in Section II. MWSC has liberty to select the highest-ranking bidder to be awarded the Contract whilst selecting a second and third ranking bidder to be given opportunities to progress should the awarded bidder fail to fulfil the terms of the conditional award.
26. Notification of Award	26.1.	Prior to the expiration of the period of proposal validity, MWSC shall notify the successful bidder, in writing, that its proposal has been accepted.
	26.2.	Until a formal contract is prepared and executed, the successful bidder's proposal and the notification of award shall constitute a binding Contract.
27. Signing of Agreements	27.1.	Promptly upon notification of the conditional award, MWSC shall send the successful bidder the Framework Agreement.
	27.2.	The Framework Agreement shall define the terms of negotiations and further requirements to be finalized prior to signing of the Final Agreement and confirmation of the events to be awarded to the bidder.
	27.3.	The Final Agreement will be forwarded to the bidder on finalization of the approval to award the Final Contract.
28. Advance Payment Guarantee	28.1.	After signing of the contract, the successful bidder may request for advance payment. In such case, the bidder should provide Advance Payment Guarantee in the format and as per the terms and condition to be agreed for the final agreement.
	28.2.	Maximum 20% of total contract value shall be paid as advance payment to the successful bidder. Subject to an Advance Payment Guarantee. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid to the successful bidder. Interest shall not be charged on the advance payment.
	28.3.	Advance payment guarantee shall be in the form of a bank guarantee for the equivalent amount and shall be issued by registered bank or financial institute (such as an insurance, bonding, or surety company) as per the format that will be annexed in the agreement to be signed between the successful bidder and MWSC.
	28.4.	The advance payment guarantee shall be valid until the obligations imposed by the contract on the successful bidder are fulfilled.

SECTION II – EVALUATION CRITERIA

This Section provides details of the criteria that MWSC shall use to evaluate the bidders' proposals and to qualify and assign rankings for the proposals. In accordance with ITB clause 23. MWSC shall consider the details given below and no other factors, methods or criteria shall be used in the evaluation of the proposals.

The bidder is at liberty to provide any support or detailed information in support of the bidder's proposal along with the information provided in the forms given in Section VI. However, the information provided in the required forms shall be considered in the first evaluation and any support details shall only be referred to where clarifications are needed.

The evaluation of the proposals shall be conducted based on the following categories and scoring assigned as the guidelines given below:

1. Proposed price: 30%	1.1.	The maximum accepted cost for the events, inclusive of GST, is Maldivian Rufiyaa 850,000, with MVR 700,000 allocated for the official function and MVR 150,000 allocated for staff night. Any proposal which is more than the ceiling prices shall be disqualified.
	1.2.	The bidder with the lowest acceptable price shall be given the maximum score whereby points shall be assigned to remaining bidders on a prorated basis.
	1.3.	To avoid manipulation of the scoring by providing unrealistic prices, MWSC shall use an outlier formula to eliminate outliers, on the lower end of the proposals.
2. Experience: 30%	2.1.	MWSC shall strive to assess the experience of the bidders and to allocated marks in accordance with the demonstrated relevant experience related to the requirements of the project.
	2.2.	Towards this end, MWSC shall assess the bidder's capacity based on the experience in the role of contractor, subcontractor, or management contractor for having undertaken similar events. Only 3 events that have been undertaken by the bidder in the past 5 years prior to the applications submission deadline shall be evaluated.
2. Concept Design: 20%	2.1.	Bidders may submit a design concept based on MWSC's requirement as a means to assess the bidders' ability to provide event management services that are both professional and aesthetic.
	2.2.	The pitch concept can be submitted in print or digital format. The bidder will be provided the opportunity to present the proposal to MWSC's Marketing team, prior to bid evaluations.
	2.3.	Scoring shall be given based on the clarity of the proposed concept achieving the requirements of MWSC, functionality and practicality of the proposed concepts, values being added to the theme because of the concept and the overall aesthetics and design.
4. Capacity of bidder: 20%	4.1.	MWSC shall strive to assess the capacity of the bidders and to rank proposals that are submitted by bidders who have considerable capability and capacity to fulfill the event requirements as proposed.
	4.2.	Towards this end, MWSC shall assess the bidders' capacity based on the proposed team's qualifications, and event related resources accessible by the bidder.

SECTION III – REQUIREMENTS OF MWSC

1. EVENT REQUIREMENTS

This Section provides details the event requirement of MWSC. Whilst the organizer may supplement these requirements with components that add value to the events, the organizer should ensure that the components and requirements as proposed by MWSC is met.

EVENT 1: ANNIVERSARY OFFICIAL FUNCTION

Event details	Venue: Henveiru football grounds Tentative date: 25 th May 2023 Event time: 20:00 Expected participants: 400-500
Event theme	Starry Night by Van Gogh Bidders are expected to propose the concept design for the event in tune with this theme.
MWSC REQUIREMENTS	
Event area	Led screen setup and operation (bidder to propose the sizes)
	Print and installation of backdrops (bidder to propose the sizes)
	Design and production of props, conforming to the theme
	Venue lighting and effect lighting
	Flags and other corporate material placement. (Material will be provided by MWSC)
	Sound setup with mic for hosts and speeches
	Photo backdrops design, print and installation (8x12 feet)
Stage	Stage fabrication, with carpeting
	Flower arrangement for podium (podium will be provided by MWSC)
Design	Design of printed backdrops
	Design and animations for digital screens
	Invitation card design
Miscellaneous	Hiring event host (1)
	Live music (3 piece band)
	Dismantling and venue cleanup before and after event
Provisional (<i>Provisional items shall only be undertaken by the selected party at the request and upon prior approval of MWSC</i>)	Food area tent
	Ac fan covering the tent area
	Event Tent (placement of tent/s that can accommodate minimum 700 pax with round tables, including sound control area and live setup.)

EVENT 2: STAFF AWARD NIGHT

Event details	<p>Venue: Giyaasuddeen school</p> <p>Tentative date: 9th June 2023</p> <p>Event time: 20:00</p> <p>Expected participants: 300-500</p>
Event theme	<p>Folktales of Maldives.</p> <p>Bidders are expected to propose the concept design for the event in tune with this theme.</p>
MWSC REQUIREMENTS	
Event area	Print and installation of side backdrops (bidder to propose the sizes)
	Venue lighting and effect lighting
	Venue cleanup before and after event
	Flags and other corporate material placement. (Material will be provided by MWSC)
	Sound setup with mic for hosts and speeches
	Hall draping, decoration and props, conforming to the theme
	Photo backdrops print and installation (8x12 feet)
	Coordination of staff performances (implement and manage audio/visual, live video process, playback of required videos, backstage coordination, technical assistance in editing videos and multimedia provided for staff performances).
Design	Design of printed backdrops
	Design of photo backdrop
	Design and animations for digital screens
	Invitation card design
Miscellaneous	Dismantling and venue cleanup before and after event
<i>Provisional (Provisional items shall only be undertaken by the selected party at the request and upon prior approval of MWSC)</i>	Wide screen Led panel setup (bidder to propose the sizes)
	Stage fabrication
	AC fans
	Potted plants

2. EVENT EXECUTION

- The organizer shall arrange and conduct meetings and consultation sessions with MWSC, required for the duration of the project, and work in close coordination with the Marketing and PR team of MWSC
- The organizer should ensure that the development of the event is in line with the concept approved by MWSC, but the bidder has liberty to propose and supplement to the event development plan with MWSC having the right to accept such supplement as a value addition.
- Prior to the commencement of works, the organizer shall approve the concept, design and overall plan of the event from MWSC.
- The event organizer shall undertake the supply and provision of the machinery, personnel's, goods, consumables, facilities and other things and services needed to execute and deliver the event, within the scope of works.
- Organizer should provide and manage on-site operations
- On-site support and safety team shall be present at the venue during event hours to ensure overall security.

SECTION IV – SCOPE OF MWSC

MWSC shall be responsible for the following scope of work in executing the events:

Event venue hiring and availability	Event venue will be hired by MWSC. The venue will be made available for the event organizer to use 3 days in advance of the event date.
Catering	All catering arrangements, including table and chairs for event participants will be arranged by MWSC
Electricity	MWSC will provide 3-phase electricity for both events

SECTION V – REQUIREMENTS OF THE PROPOSAL

The proposals submitted by the bidders should comply with the requirements of the proposal given below and the information as requested below shall be used to determine the qualifications of the bidder to perform the contract and to determine the proposal as being substantially responsive.

The documents and information required below shall be requested in two stages whereby the first stage shall be for the qualification of the responsiveness and determination of the bidders to be selected for award of the contract and information requested in stage two shall be primarily required for the finalization of the detailed Final Agreement without any material deviations from the selections and documents as submitted in stage one.

Stage 1 – documents shall be required at the time of submission of the Proposal and MWSC reserves the right to declare the bidder’s proposal as non-responsive on failure to include any of the documents listed.

Stage 2 – documents that are required to be submitted after MWSC gives notice of the conditional award to the bidder and to be submitted prior to signing of the Final Agreement.

Stage 1 Documents		
1. Documents to be enclosed along with the Proposal at the time of Proposal Submission	1.1.	Proposal Cover Page (Form 1)
	1.2.	Bid Submission Form (Form 2)
	1.3.	Bidder’s Information Sheet (Form 3)
	1.4.	Company Registration Certificate
	1.5.	Goods and Services Tax (GST) Certificate
	1.6.	Tax Clearance Report (past 6 months from the date of bid submission)
	1.7.	Company Profile
	1.8.	Bid Security (Original)
	1.9.	Signed Partnership form IF bidders wish to form a joint-venture, consortium or association (Form 5)
	1.10.	IF bidders wish to form a joint-venture; Letter of intent to form a joint venture OR JV/Consortium/Association agreement
	1.11.	Company Profiles of partners IF bidders wish to form JV/Consortium/Association
	1.12.	Price Schedule of service (Form 6)
	1.13.	Bidders Experience (Form 7)
	1.14.	Reference letters OR award certificate OR any document that would serve as proof of the work specified in the experience form
	1.15.	Portfolio showcasing event materials delivered for events mentioned in the experience form
	1.16.	Key Personnel Resume forms (Form 8)
	1.17.	Concept Brief (Form 9)
	1.18.	Signed Due Diligence Declaration (Form 10)

	1.19.	Any other details that the bidder may wish to submit at this stage in support of the bidder's Proposal
Stage 2 Documents		
2. Documents to be submitted during the agreement negotiation stage for signing of the Final Agreement	2.3.	Other documents as reasonably requested by MWSC for validation and verification of the proposal and for finalization of the terms of the Final Agreement
	2.4.	Completion of any required registration or re-registration of the bidder's business entity (if eligible)
	2.5.	Submission of any other regulatory clearance or documents from any local authorities as may be required prior to signing of the Final Agreement

SECTION VI – ANNEXES AND FORMS

The following Annexes are the sample format and forms required during the RPF process, for submission of the proposal and for the signing of the Final Agreement.

Where required the bidder should use the formats given for submission of the required data along with the inclusion of any additional details as required for the submission or in support of the bidders proposal.

PROPOSAL COVER PAGE

It is the responsibility of the bidder to ensure that the documents listed below are enclosed as the first page of the Proposal document subsequent to which the bidder may enclose the proposal.

BIDDER AND PROJECT DETAILS			
Bidder / Business Name:	[Complete]		
RFP Reference Number:	[Complete]		
Project Name:	[Complete]		
DOCUMENTS CHECKLIST			
Checked by:		Documents	Output format
Bidder	MWSC		
		Proposal Cover Page (Form 1)	Printed
		Bid Submission Form (Form 2)	Printed
		Bidders Information Sheet (Form 3)	Printed
		Company Registration Certificate	Printed
		Goods and Services Tax (GST) Certificate	Printed
		Tax Clearance Report (past 6 months from the date of bid submission)	Printed
		Company Profile	Printed or digital
		Bid Security (Original)	Printed
		Signed Partnership form IF bidders wish to form a joint-venture, consortium or association (Form 5)	Printed
		IF bidders wish to form a joint-venture; Letter of intent to form a joint venture OR JV/Consortium/Association agreement	Printed
		Company Profiles of partners IF bidders wish to form JV/Consortium/Association	Printed or digital
		Price Schedule of service (Form 6)	Printed
		Bidders Experience (Form 7)	Printed
		Reference letters OR award certificate OR any document that would serve as proof of the work specified in the experience form	Printed
		Portfolio showcasing event materials delivered for events mentioned in the experience form	Printed or digital
		Key Personnel Resume forms (Form 8)	Printed
		Concept Brief (Form 9)	Printed or digital
		Signed Due Diligence Declaration (Form 10)	Printed

PROPOSERS DECLARATION

We confirm that we have enclosed the above list of documents in the format required along with the proposal and understand that the proposal may be disqualified if the documents are not in accordance with the RFP Proposal Requirements.

Name:

.....

Designation:

.....

.....
SIGNATURE & STAMP

Date:

FORM 2: BID SUBMISSION FORM

Date: _____

To: MALE' WATER AND SEWERAGE COMPANY PVT LTD.

I/We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request for Proposal (RFP) documents including all addenda issued in accordance with Instruction to BIDDERS (ITB) 6.
- (b) We meet the eligibility requirements and have no conflict of interest in accordance with ITB 3.
- (c) We have no outstanding payment due to MWSC.
- (d) We have no non-performance of a contract and non-compliance with court verdicts.
- (e) Our proposal shall be valid for the period as specified in ITB 12. from the date of proposal submission in accordance with RFP document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (f) We understand that you are not bound to accept the lowest or any Bid you may receive.
- (g) We confirm that we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (h) All the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (i) Accordingly, we shall furnish all the required detailed documents as may be pertinent to the evaluation process, and the summary of our proposal and terms are as proposed below:

1. BIDDER AND PROJECT DETAILS		
Bidder / Business Name:	[Complete]	
RFP Reference Number:	[Complete]	
Project Name:	[Complete]	
2. PROPOSED PRICE		
Our costs, inclusive of GST and excluding provisional items, for executing the events are as follows:		
Event	Amount in numbers (MVR)	Amount in Words in Maldivian Rufiyaa
MWSC Anniversary function	[Amount in numbers]	[Amount in words]
MWSC Staff Night	[Amount in numbers]	[Amount in words]

PROPOSERS DECLARATION

We confirm that we have enclosed the above list of documents along with the proposal and understood that the proposal may be disqualified if the documents are not in accordance with the RFP Proposal Requirements.

Name:

.....

Designation:

.....

.....
SIGNATURE & STAMP

Date:

FORM 3: BIDDER'S INFORMATION SHEET

Each Bidder must fill in this form.

BIDDER'S INFORMATION	
BIDDER / Business Name:	[Complete]
BIDDER Registered Address:	[Complete]
BIDDER RegistrationNumber:	[Complete]
BIDDER's authorized representative (name, telephone numbers, e-mail address)	[Complete]
Company background	[Complete]
<p><i>Attached are copies of the following original documents.</i></p> <ol style="list-style-type: none"><i>1. Company Registration Certificate.</i><i>2. Goods and Services Tax (GST) Certificate</i><i>3. MIRA Tax Clearance Report (past 6 months from the date of bid submission)</i><i>4. Company Profile</i>	

FORM 5: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="Select date"/>
RFP reference:	[Enter Ref no]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture OR JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to MWSC for the fulfillment of the provisions of the Contract.

Name of partner: _____

Signature: _____

Date: _____

FORM 6: PRICE SCHEDULE OF SERVICES

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="Select date"/>
RFP reference:	[Enter Ref no]		

The Bidder is required to prepare the Price Schedule following the below formats. The Price breakdowns listed in the format must include the specifications of the items, in accordance with the bidder's proposed concept. The Price Schedule must include a cost breakdown of all additional services to be provided, as per the proposed concepts of the bidder.

Event 1: Anniversary Official Function

	Size	QTY	Unit Price (MVR)	Total Amount (MVR)
Led screen setup and operation (bidder to propose the sizes)	[Enter proposed size]			
Print and installation of backdrops (bidder to propose the sizes)	[Enter proposed size]			
Design and production of props, conforming to the theme				
Venue lighting and effect lighting				
Flags and other corporate material placement. (Material will be provided by MWSC)				
Sound setup with mic for hosts and speeches				
Photo backdrops design, print and installation (8x12 feet)	8*12 feet			
Stage fabrication, with carpeting				
Flower arrangement for podium (podium will be provided by MWSC)				
Design of printed backdrops				
Design and animations for digital screens				
Invitation card design				
Hiring event host (1)				
Live music (3 piece band)				
Dismantling and venue cleanup before and after event				
Other costs as per proposal submitted by the bidder (provide breakdown)				
TOTAL				
GST 8%				
GRAND TOTAL				

Provisional Items for event 1

	RATE (MVR)	QTY	AMOUNT (MVR)
Food area tent			
Ac fan covering the tent area			
Event Tent (placement of tent/s that can accommodate minimum 500 pax with round tables, including sound control area and live setup.)			
TOTAL			
GST 8%			
GRAND TOTAL			

Event 2: Staff Award Night

	Size	QTY	Unit Price (MVR)	Total Amount (MVR)
Print and installation of side backdrops (bidder to propose the sizes)	[Enter proposed size]			
Venue lighting and effect lighting				
Venue cleanup before and after event				
Flags and other corporate material placement. (Material will be provided by MWSC)				
Sound setup with mic for hosts and speeches				
Hall draping, decoration and props, conforming to the theme				
Photo backdrops print and installation (8x12 feet)	8*12 feet			
Coordination of staff performances (implement and manage audio/visual, live video process, playback of required videos, backstage coordination, technical assistance in editing videos and multimedia provided for staff performances).				
Design of printed backdrops				
Design of photo backdrop				
Design and animations for digital screens				
Invitation card design				
Dismantling and venue cleanup before and after event				
Other costs as per proposal submitted by the bidder (provide breakdown)				
TOTAL				
GST 8%				
GRAND TOTAL				

Provisional Items for event 2

	RATE (MVR)	QTY	AMOUNT (MVR)
Wide screen Led panel setup (bidder to propose the sizes)			
Stage fabrication			
AC fans			
Potted plants			
	TOTAL		
	GST 8%		
	GRAND TOTAL		

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Stamp:

FORM 7: BIDDER'S EXPERIENCE

Each Bidder or member of a JV/consortium must fill in this form.

Here bidder may fill in details of experiences in 3 projects of similar types, undertaken in the past 5 years.

Project Name and period (month/years)	Client and reference contact details	Types of activities undertaken	Role (main contractor/su bcontractor)	Project Value (MVR)
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]

Attached is a portfolio of the designs mentioned in this form

1. Portfolio of the events materials
2. Supporting documents/reference letters

If any project mentioned in the form is submitted without supporting documents, the project will not be considered for evaluation.

FORM 8: KEY PERSONNEL

Each Bidder and/or member of a JV/consortium must fill in this form.

RESUME OF PROPOSED PERSONNEL

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Education/Qualifications/Certifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Employment Record/Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

FORM 9: CONCEPT BRIEF

Each Bidder must provide their design concepts for both events, in accordance with the general theme provided in Section III of this RFP.

Bidders must provide a statement of work methods, including how event equipment will be utilized in executing the event. Bidders shall also provide conceptual designs to demonstrate the overall aesthetics of the event.

FORM 10: DUE DILIGENCE

Each Bidder must fill in this form.

FORMAT 1 - DECLARATION OF EXISTENCE OF PENDING, THREATENED OR ONGOING LITIGATIONS

Re: Declaration of Pending or Threatened Litigations

The following is the list of all ongoing public and/or private litigation, suit, proceeding investigation, adjudication, arbitration and governmental proceedings wherein we, the bidder and/or our Directors is or likely to be a party, or which is threatened against any of us, or for which there are ongoing responsibilities of any of us.

No	Claimant	Defendant	Brief Description of Claim

I hereby declare that, except for the above, there is no action, suit, proceeding, investigation, adjudication, arbitration, or litigation pending or, to our knowledge, threatened, which either in any one instance or in the aggregate, if determined adversely to us would materially and adversely affect the execution or progression of the Project, or our ability to perform the obligations under the Agreement for the execution of the Project.

PROPOSER'S DECLARATION

I hereby declare under penalty of perjury that the foregoing is true and correct.

Name:
.....

Designation:
.....

.....
SIGNATURE & STAMP

Date:

FORMAT 2 - DECLARATION OF NO PENDING LITIGATION

Re; Declaration of No Pending Litigation

I hereby declare that there is no action, suit, proceeding, investigation or litigation pending or, to our knowledge, threatened, which either in any one instance or in the aggregate, if determined adversely to us would materially and adversely affect the execution or progression of the Project, or our ability to perform our obligations under the Agreement for the execution of the Project.

PROPONENTS DECLARATION

I hereby declare under penalty of perjury that the foregoing is true and correct.

Name:

.....
SIGNATURE & STAMP

Designation:

Date: