

## **Annex 1 Operation of a Hair and Makeup Salon at SME Hub**

### **1. INTRODUCTION**

Business Center Corporation operates the SME Hub, a commercial space for our SME community. SME Hub is being operated at STO Allied Building, Chaandhanee Magu, Male' City. This space provides a market space with affordable kiosks on monthly contracts for businesses to sell products and services. Additionally, this will be an avenue for home-based workers in certain fields such as literature, gardening, food & beverages, art, crafts, fashion, hair & makeup, and apparel, to expand their businesses to a new level.

- Ground Floor – Garden Café and Bookstore.

An indoor garden with a cafe combined with bookstore, and performance art stage area.

- First Floor & Second Floor - Commercial Salon

Kiosks rented to startups and SME businesses with other facilities.

As such, BCC is seeking an interested party to provide services of a Hair and Makeup Salon on the Second floor of the SME Hub.

### **2. DETAILS OF LEASE**

#### **2.1 Operation Salon**

- (a) The Hair and Makeup Salon is an approximately 192 Square feet area inside the SME Hub second floor, as outlined in **Attachment 1** of this document.
- (b) The basic structure of the area shall be provided by the BCC along with the necessary furniture.
- (c) All utilities of the Salon are included in the lease fee. For clarification utilities here refers to Supply Water and Electricity Connection.

#### **2.2 Minimum Lease Amount**

- (a) The base price of lease per month which can be proposed for this bid shall be MVR 20,000.00 (Twenty Thousand Rufiyaa)

#### **2.3 Commencement of Operations**

- (a) The maximum duration which shall be allowed for the successful bidding party to commence operations after award of lease shall be 15 calendar days.

#### **2.4 Lease Duration**

- (a) The area will be leased for a period of 2 years.

## **2.5 Minimum Requirement of bidders**

- (a) Bidders applying to operate the Salon shall be registered at the Ministry of Economic Development as an MSME.
- (b)

## **2.6 Exclusions and Limitations**

- (a) Smoking is prohibited within the SME Hub.

## **2.7 Operational Hours**

- (a) The services of the Salon must be provided during the times which SME Hub is second floor is operational.

## **3. RESPONSIBILITIES OF THE TENANT**

- (a) It is the responsibility of the tenant to acquire and maintain all necessary permits and license for the operation of this Salon during the period of the lease.
- (b) It is the responsibility of the tenant to supply and install all equipment required for the operation of the area.
- (c) It is the responsibility of the tenant to adequately clean and maintain the area and the tenant shall be responsible for the disposal of all waste generated by the Salon.
- (d) It is responsibility of the tenant to collaborate with BCC on all promotional activities of SME Hub

## **4. BUSINESS PLAN**

- 4.1. proposed business plan for the operation of the Salon must be submitted by the bidding parties along with the bid, which should in the very least cover the below areas:
  - (a) Executive Summary
  - (b) Introduction
  - (c) Management and Staffing Plan
  - (d) Operational Plan (*The proposed Services must be included*)
  - (e) Financial Overview
  - (f) Marketing Plan

## **5. STANDARDS OF REQUIREMENT**

- 5.1 The services must be available to customers during at all times during the operational hours in alignment with the services of SME Hub.
- 5.2 All employees of the tenant shall be trained well in the provision of relevant services, shall be groomed for such services and during official hours shall wear adequate attire.

ATTACHMENT 1 \_SME HUB SECOND FLOOR



