

Annex 2 of the operation of a STEM Education Area at SME Hub

1. INTRODUCTION

Business Center Corporation is operating 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 Space

Kiosks rented to startups and SME businesses with other facilities.

As such, BCC is seeking an interested party to provide services of a STEM Education area on the Second floor of the SME Hub.

2. DETAILS OF LEASE

2.1 Operation Space

- (a) The STEM Education Area Operation space is an approximately 124 square feet area inside the STO Allied Building Second floor, as outlined in **Attachment 1** of this document.
- (b) The basic structure of the area shall be provided by BCC.
- (c) All utilities of the space will be 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 15,000.00

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 20 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 space shall be registered at the Ministry of Economic Development as an MSME.

2.6 Exclusions and Limitations

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

2.7 Operational Hours

- (a) Services of the STEM Education Area must be provided during the times which SME Hub 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 space during the period of the lease.
- (b) It is the responsibility of the tenant to supply and install all furniture, equipment and machinery 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 space.
- (d) (a) 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 STEM Education area 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 *(Must include proposed STEM strategies and programs)*
 - (e) Financial Overview
 - (f) Marketing Plan

5. STANDARDS OF REQUIREMENT

- 5.1 The services must be available to customers during 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 PLAN

