



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES

ANNEX 1

Bid Submission Checklist

Project Name	Hiring an event management firm for the “Maldives Tourism Investment Forum” in Bangkok, Thailand
Announcement Number:	(IUL)88-PS/88/2023/61
Bidder Name:	

#	Documents to be submitted	Check by:	
		Bidder	Ministry
1	Bid submission checklist (Annex 1)	<input type="checkbox"/>	<input type="checkbox"/>
2	Bid Submission Form/Bidding Document (Annex 2)	<input type="checkbox"/>	<input type="checkbox"/>
3	Profile of the Tenderer (Annex 3)	<input type="checkbox"/>	<input type="checkbox"/>
4	Quotation (Price should be quoted inclusive of all services provided for the event)	<input type="checkbox"/>	<input type="checkbox"/>
5	Bid Security amounting to MVR 15,000 (Fifteen Thousand Maldivian Rufiyaa)	<input type="checkbox"/>	<input type="checkbox"/>
6	Copy of Registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society	<input type="checkbox"/>	<input type="checkbox"/>
7	Copy of GST Registration Certificate (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
8	SME Registration Copy (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
9	Tax Clearance Certificate issued by MIRA (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
10	Past and similar experiences: Reference letters from previous customers/clients reflecting the nature of the projects implemented and the role of the tender	<input type="checkbox"/>	<input type="checkbox"/>
11	A detailed document if any sponsorship for the event or components of the event is offered.	<input type="checkbox"/>	<input type="checkbox"/>

**please sign and stamp this page*



ANNEX 2

Bid Submission Form

Project Name	Hiring an event management firm for the “Maldives Tourism Investment Forum” in Bangkok, Thailand
Announcement Number:	(IUL)88-PS/88/2023/61
Bidder Name:	

Price Schedule in (MVR)			
Description	Qty	Rate	Amount
Net Total			
Tax Amount			
Gross total			
Gross total in words:			

The validity of this bid 120 days from the date of bid submission

A quotation with the company letter should be submitted along with this form

Bid Submitted by:		
Sign:		stamp
Name:		
Designation:		
Date:		



ANNEX 3

Profile of the Bidder/Tenderer

Bidder Profile	
Bidder name:	
Business registration number:	
Registered address:	
Business address:	
Tax payer identification number:	
GST TIN number:	
Contact person name:	
Contact number:	
E-mail address:	
Main works of the business/compant	
#	works
1	
2	
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4	
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8	
9	
10	

**A detail company profile can be submitted with this profile including photos, portfolio, organizational structure, etc.*

**please sign and stamp this page*



ANNEX 4

Bid Security Format

Form of Bid Security (Bank Guarantee)

WHEREAS,[*name of Bidder*] (hereinafter called “the Bidder”) has submitted his Bid for the Tender no.....issued by the Ministry of Education onfor Supplying/Purchasing of[*name of Contract*] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We [*name of Bank*] of [*name of country*] having our registered office at (hereinafter called “the Bank”) are bound unto[*name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of *..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank thisday of20.....

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

* The Bidder should insert the amount of the Guarantee in words and figures denominated in Maldivian Rufiyaa. This figure should be the same as shown in Clause 16.1 of the Instructions to Bidders.

we undertake to pay to the Purchaser up to the above amount upon receipt of his first written demand, without the Purchaser’s having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK
WITNESS SEAL

[*signature, name, and address*]