



Maldives Marketing and Public Relations Corporations
Republic of Maldives

Information Sheet

**To hire a party for the provision of
Beverages, Snacks & Hostess Service during
ATM 2024 at Maldives Stand**

29th April 2024

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/1/2024/45
1.2	Announcement Date:	29 th April 2024
1.3	Project:	To hire a party for the provision of beverages, snacks & hostess service during ATM 2024 at Maldives stand.
1.4	Information session	Not Applicable
1.5	Submission Deadline (Date & Time)	02 nd May 2024 at 1000hrs.
1.6	Contact Info	Hassan Shaheel General Manager, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 4th Floor, Boduthakurufaanu Magu, Male' Republic of Maldives Telephone: +960 3323228 Email: procurement@visitmaldives.com
2.	Procedure of Tendering	
2.1	Introduction to Bidders The Tenderer must 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.	
2.2	Registration of Tenderers: Registration will take place at the pre-bid meeting. Only the Tenderers who attend the pre-bid meeting will be registered and eligible to submit the bid.	
2.3	Pre-bid meeting: Not Applicable	

2.4	<p>Clarifications of Bidding document, Scope of work:</p> <p>All clarifications must be addressed on or before Wednesday, 01st May 2024 before 1200hrs, through email (procurement@visitmaldives.com)</p> <p>Unless specifically stated otherwise in this information sheet, all queries and communications in respect to the information sheet or the Tender Process shall be addressed by any Respondent to MMPRC, by e-mail.</p>
2.5	<p>Submission of Tenders:</p> <p>Submission of tenders will take place at:</p> <p>Venue: Maldives Marketing & Public Relations Corporation, 4th Floor, H. Zonaria, Male’</p> <p>Date: 02nd May 2023</p> <p>Time: 1000 hrs.</p>
2.6	<p>Late Tender:</p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 2.5. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
2.7	<p>Amendments to Tender Documents:</p> <p>(a) At any time prior to the deadline for submission of Tenders, the 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>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>
2.8	<p>This Information sheet 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 information sheet, Bid Process or any other aspect in relation thereto.</p>

3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal (options may be submitted).
3.2	All documents submitted should be clear.
3.3	<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>
3.4	<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 or Dhivehi Language. 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 or Dhivehi, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.5	<p>Documents Comprising the Tender:</p> <p>1. Copy of a valid Registration Certificate of Sole proprietorship / Partnership /Company / Corporative Society</p> <p>1.1 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>1.2 The tender proposal <u>will be disqualified</u> if the registration document is not submitted.</p> <p>2. Profile of the Tenderer</p> <p>2.1 Marks <u>will be deducted</u> if the document is not submitted or is not submitted as per the RFP.</p> <p>2.2 Profile of the tenderer should include the following;</p> <ul style="list-style-type: none"> a) The organizational capacity (Staff and Nature of work) b) Number of years in operation c) Services offered by the company d) Proposed team for this project

	<p>3 Past Experience</p> <p>3.2 Must submit Letters of similar projects undertaken within the past 5 years from the date of this announcement.</p> <p>3.3 The Past Experience letter should include the name/ details of the project along with the contact details for reference.</p> <p>3.4 Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender or if there is no past experience in similar projects.</p> <p>3.5 Marks will be deducted if they have worked with MMPRC and their performance was not satisfactory.</p>
3.6	<p>Work Completion Requirement:</p> <p>a) Work should be completed within the period given in the scope of work.</p>
3.7	<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.</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>
3.8	<p>Bid Security: NOT APPLICABLE</p>
3.9	<p>Performance Security: NOT APPLICABLE</p>
3.10	<p>Format of Signing of Tender:</p> <p>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 3.10, shall be clearly marked “Alternative”.</p>
3.11	<p>Alternative Tenders:</p> <p>It is permitted to submit Alternative Tenders. Alternative tender should also be as per the scope of work.</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> <ul style="list-style-type: none"> (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (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 about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or (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; or (f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or (g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.
3.13	<p>The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid.</p>
4.	<p>Submission and Opening of Tenders</p>
4.1	<p>Deadline for Submission of Tenders:</p> <ul style="list-style-type: none"> (a) Tenders must be received by MMPRC physically at the address and no later than the date and time in clause 1.4 of this document. (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 MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

5.	Disqualification
	<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 submitted proposal of the tenderer fails to meet the requirements as mentioned in the scope of work c) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information d) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC e) Any Proposal that is received after the Proposal Due Date f) 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 g) 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 h) If Tenderer is found to be engaged in corrupt or fraudulent practices in the preparation or lodgment of a Bid.
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 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.	Advance Payment and Advance Payment Guarantee (As per MMPRC Policies)
8.	Award of Contract
8.1	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”).
8.2	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.
8.3	If the Selected Respondent fails to sign the Letter of Award and the Agreement within the given period, 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.
8.4	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.
10	Penalty & Contract Termination
10.1	Penalty: MMPRC shall have the right to withhold any payment (if applicable) of the Contract Price or deduct from the contract price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.
10.2	Contract Notice or Termination: The contract will be terminated as per the terms on terminations stated in the agreement.

Section 2 - Evaluation Criteria		
Area	Details	Marks
Past Experience	<p>Marks will be given as follows;</p> <ul style="list-style-type: none"> a) Maximum mark of 45 will be given if a minimum of 3 experience letters is submitted. b) If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted. 	45
Profile	<p>Marks will be given considering the below mentioned points;</p> <ul style="list-style-type: none"> a) The organizational capacity (Staff, Nature of work) b) Proposed team for this project c) Number of years in operation d) Services offered by the company 	55
TOTAL		100

Section 3 - Scope of Work

ATM 2024 (6th - 9th May 2024)

To Hire a Party for the Provision of Beverages, Snacks, and Hostess Service during ATM 2024 at Maldives Stand

1. PROJECT

1. Provision of beverage, snacks, and hostess service at Maldives Stand during ATM 2024 to be held from 6th - 9th May 2024 in Dubai World Trade Center.
2. This will be a free service provided to MMPRC as per the "Scope of Work" and no payment should be charged to MMPRC.
3. The winning party will be offered a B2B table, giving a valuable chance to showcase their services to a wider audience. This opportunity serves as a platform for the service provider to gain substantial visibility in the market.
4. All the items, including related services required such as coffee machine setup, installation, and operation during and after the event (coolers, cutlery, crockeries, etc.), are to be submitted with the proposal.
5. All services must be in adherence to the guidelines of the exhibition organizer. Details are provided in the link below (<https://www.wtm.com/atm/en-gb/exhibitor-manual.html>)

2. BACKGROUND AND OBJECTIVES

ATM is the leading global event for the inbound and outbound travel industry in the Middle East. For the last twenty-nine years, this annual event has connected products and destinations from around the world with buyers and travel trade visitors at the Dubai World Trade Centre. We believe that taking part in ATM 2024 will help boost Maldives visibility and maintain our destination presence in the MENA region.

Following services are required at the Maldives stand during the fair dates to cater beverages and snacks and hostess for the stand. Estimated number of participants at the Maldives stand is approximately 120 companies (estimated 300 delegates). The two storey stand structure will have approximately 89

counters, 59 B2B cubicles, 2 VIP rooms, 2 Industry meeting rooms and 2 snack counters (one on the ground floor and one on the mezzanine floor) to be catered to. The approximate number of meetings which will take place per day at the stand is between 400 - 450.

3. SCOPE OF WORK

The selected party is required to arrange services beverages and snacks as below

- a) Provision of Coffee, Tea, Bottled juice, Wafers, pre-packed snacks, Sparkling & bottled water including related services required such as coffee machine (setup, installation & operation during and after the event), cooler, cutleries and crockeries, etc. List of things to be submitted with the proposal.
- b) Two coffee machines should be provided for both ground and mezzanine floor to ensure service is given in both floors
- c) Services are required from 6th - 9th May 2024 at the Maldives stand (Hall 07, AS7110) during opening hours from 1000 -1800 hrs
- d) Transport/carriage of goods, set-up & installation throughout the duration are required. The set-up must be arranged one day prior to the fair date by the winning party
- e) A focal for each service should be provided by the winning party two weeks prior to the fair date in order to ensure everything is planned (such as parking arrangements, material entry permits, transportation of goods to the stand, installation of the machineries, etc)
- f) Technical support and training should be provided by the winning party to operate the machinery for the hostesses during the first day of the fair
- g) All costs should be borne by the service provider including the transportation & handling
- h) If a staff member of the service provider is available during the event, the service provider shall be responsible for any damage to the machinery / equipment.
- i) A focal from the service provider should be present at the stand for packing of the machinery and remaining items on the fair ending time (Estimated to end at 1800 hrs)
- j) If a staff member of the service provider is not available during the event, the service provider must accept that the machinery / equipment is handed over on their own risk. MMPRC will bear any damages or loss to the installed machines or equipment while it is in use during the event. (this will not

include any damages that occur during transportation / installation or uninstallation)

k) The service provider shall submit a calculation of the damage in the proposal

The selected party is required to arrange hostess services as below. The requirements and responsibilities of the hostesses are;

- a. A total of 8 hostesses will be at the stand for the 4 days of the fair to serve the beverages and snacks.
- b. They will handle all the servicing work related to catering at the Maldives stand, including serving coffee, beverages and snacks to meetings, over the counter service, cleanup and other service-related duties during ATM 2024 at Maldives stand.
- c. The uniform attire should be presentable. The hired hostesses should be professionals and they should practice good personal hygiene followed by professional service.