



# REQUEST FOR PROPOSAL EVENT MANAGEMENT SERVICES

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RFP Ref: MWSC/71/2024/01

## BACKGROUND

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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 29<sup>th</sup> Anniversary function of MWSC.

## KEY INFORMATION

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### THE PROJECT

Project Name: Event Management Services for MWSC's 29<sup>th</sup> Anniversary Function

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

- Venue: Henveyru Football Ground (tentative)
- Tentative date: 11<sup>th</sup> July 2024
- Time: 20:00 Hrs
- Number of guests expected: 500+
  
- Project Requirements:
  - Concept and design for the event
  - Event execution as per approved concept
- Further details of the project requirement is available on the detailed RFP document

## CONTACT

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-  +960 3323209
-  [tender@mwsc.com.mv](mailto:tender@mwsc.com.mv)
-  [www.mwsc.com.mv](http://www.mwsc.com.mv)
-  6<sup>th</sup> Floor, MWSC Customer Service Building  
Ameenae Magu, 20178  
Male', Maldives

## DEAD LINES

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RFP ANNOUNCEMENT  
27<sup>th</sup> May 2024

PRE-BID  
30<sup>th</sup> May 2024, 15:00 PM

SUBMISSION OF QUERIES  
02<sup>nd</sup> June 2024

RFP SUBMISSION  
06<sup>th</sup> June 2024, 15:00 PM

## 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 29<sup>th</sup> Anniversary function 2024 of MWSC, hereafter referred to as the 'Event'.
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](http://www.mwsc.com.mv) and [www.gazette.gov.mv](http://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	<b>27<sup>th</sup> May 2024</b> 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. - <a href="http://www.mwsc.com.mv">www.mwsc.com.mv</a>   <a href="http://www.gazette.gov.mv">www.gazette.gov.mv</a>
Pre-bid meeting	<b>30<sup>th</sup> May 2024</b> <b>1500 hrs</b> MWSC 6 <sup>th</sup> floor, Customer Service Building	- Bidders must participate in the -pre-bid meeting. A bidder which does not attend the pre-bid meeting shall become ineligible to submit the proposal under this RFP.
Deadline for Submission of Enquiries	<b>02<sup>nd</sup> June 2024</b> <b>00:00 hrs</b> Submission of written enquiries through email	- Only attendees of pre-bid meeting may submit queries in writing to the email address below: - <a href="mailto:mubarak.naseem@mwsc.com.mv">mubarak.naseem@mwsc.com.mv</a> - Cc: <a href="mailto:tender@mwsc.com.mv">tender@mwsc.com.mv</a> - 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	<b>03<sup>rd</sup> June 2024</b> <b>1400 hrs</b> 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	<b>06<sup>th</sup> June 2024</b> <b>1500 hrs</b> Submission of Proposals in person at the following address: MWSC 6 <sup>th</sup> floor, Customer Service Building	<ul style="list-style-type: none"><li>- Bidders must submit the Proposal by being present at the given address at the allocated time</li><li>- Proposals received after the submission deadline shall not be accepted</li><li>- Proposals should be sealed as per the formats and requirements given in the subsequent RFP sections</li></ul>
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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 29 <sup>th</sup> Anniversary function, hereafter referred to as the 'Event', as specified in Section III – Requirements of MWSC.
	1.2.	The reference number for this RFP is MWSC/71/2024/01, which shall be used as a reference for all documentations relevant to this RFP wherereference is to be made to this RFP
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 publicofficial 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 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 declaringsuch firm or individual ineligible, either indefinitely or for a statedperiod of time from being awarded a contract from MWSC.</p> <p>(d) will terminate the contract after having given fourteen (14) days' notice to the bidder.</p>
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.	<p>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:</p> <ul style="list-style-type: none"> <li>(a) directly or indirectly controls, is controlled by or is under common control with another bidder; or</li> <li>(b) receives or has received any direct or indirect subsidy from another bidder; or</li> <li>(c) has the same legal representative as Owner; or</li> <li>(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</li> <li>(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.</li> </ul>
	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 three (3) 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 three (3) years.
	3.7.	A bidder shall provide such additional evidence, as MWSC may reasonably request, as proof of eligibility as satisfactory to MWSC.
<b>B. CONTENTS OF THE RFP DOCUMENT</b>		
4. Sections of RFP Document	4.1.	<p>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.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to bidders (ITB)</li> <li>• Section II. Evaluation Criteria</li> <li>• Section III. Requirements of MWSC</li> <li>• Section IV: Scope of MWSC</li> <li>• Section V. Requirements of the Proposal</li> <li>• Section VI. Annexes and Forms</li> </ul>
	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 18.3.
	5.2.	For clarifications and RFP purposes only, MWSC's address is:  Attn: Contracting Department MWSC 6 <sup>th</sup> floor, Customer Service Building Ameenee Magu Male', Maldives Email: <a href="mailto:mubarak.naseem@mwsc.com.mv">mubarak.naseem@mwsc.com.mv</a> Cc: <a href="mailto:tender@mwsc.com.mv">tender@mwsc.com.mv</a> Website: <a href="http://www.mwsc.com.mv">www.mwsc.com.mv</a>
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 IT B 18.3.
<b>C. PREPARATION OF THE PROPOSALS</b>		
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 conduct or 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.
	9.2.	<b>The Bid shall comprise two Parts, namely the Technical Part and the Financial Part. These two Parts shall be submitted simultaneously in two separate sealed envelopes (two-envelope Bidding process).</b> One envelope shall contain only information relating to the Technical Part and the other, only information relating to the Financial Part. These two envelopes shall be enclosed in a separate sealed outer envelope marked as specified in IBD17

10. Technical proposal format and content	10.1	<p>The bidder is required to submit a technical proposal using the forms provided in Section VI and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
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11. Financial proposal	11.1	Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price. Prices and other financial information must not be disclosed in any other place except in the financial proposal
12. Bid Security	12.1.	The Bidder shall furnish, as part of his bid, a bid security in the amount of MVR 5000.
	12.2.	The Bid Security shall be valid for 30 (Thirty) days beyond the validity of the bid.
	12.3.	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.
	12.4.	A proposal will be considered non-responsive if the proposal is submitted without the original bid security.
	12.5.	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
	12.6.	The bid security of the bidders shall be returned as promptly as possible once the successful bidder signs the Final Agreement.
13. Currencies of Proposal	13.1.	The currency of the proposal must be quoted in Maldivian Rufiyaa (MVR).
14. Only one proposal	14.1	<p>The bidder (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>● they have at least one controlling partner, director, or shareholder in common; or</li> <li>● any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>● they have the same legal representative for purposes of this RFP; or</li> <li>● 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 the proposal of another bidder regarding this RFP process;</li> <li>● they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead bidder, or some key personnel proposed to be in the team of one bidder participates in more than one proposal received for this RFP process. This condition relating to the personnel does not apply to subcontractors being included in more than one proposal.</li> </ul>



15. Validity of Proposals	15.1.	Proposal shall remain valid for a period of <b>One Hundred and Eighty (180) days</b> after the proposals are submitted to MWSC in accordance with submission details specified in ITB 18.1. Any proposal submitted specifying a period shorter than the requirement stated above may be rejected by MWSC.
16. Format and Signing of Proposals	16.1.	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.
	16.2.	The output format of the documents, whether print or digital, have been described in Form I under Section VI.
	16.3.	Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the proposal.
17. Sealing and Marking of Proposals	17.1.	<p>The Bidder shall submit a single set of the Technical Proposal in a single sealed envelope and mark the envelope as below:</p> <p style="text-align: center;"><b>“TECHNICAL PROPOSAL FOR EVENTS MANAGEMENT SERVICES FOR MWSC’S 29<sup>th</sup> ANNIVERSARY FUNCTION”</b></p> <p style="text-align: center;">Male’ Water and Sewerage Company Pvt. Ltd. 6th Floor, MWSC Customer service building, 20375, Ameenee Magu, Male’, Republic of Maldives</p>
	17.2.	<p>The Bidder shall submit a single set of the Financial Proposal in a separate single sealed envelope and mark the envelope as below:</p> <p style="text-align: center;"><b>“FINANCIAL PROPOSAL FOR EVENTS MANAGEMENT SERVICES FOR MWSC’S 29<sup>th</sup> ANNIVERSARY FUNCTION”</b></p> <p style="text-align: center;">Male’ Water and Sewerage Company Pvt. Ltd. 6th Floor, MWSC Customer service building, 20375, Ameenee Magu, Male’, Republic of Maldives</p>
<b>D. SUBMISSION OF PROPOSALS</b>		
18. Deadline for Proposal Submission	18.1.	Both technical and financial proposals must be received by MWSCs in person, no later than the date and time specified in the RFP Announcement.
	18.2.	The Financial Proposal and the Technical Proposal Envelopes <b>MUST BE COMPLETELY SEPARATE</b> and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as instructed in ITB 17.1 and 17.2. Each envelope <b>MUST</b> clearly indicate the name of the Bidder. The outer envelopes shall be sealed and marked as instructed in 17.1. The Bidder shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Bidder.

	18.3.	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.
19. Late Proposal	19.1.	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.
20. Proposal Opening	20.1.	There will be separate proposal openings for technical and financial proposals. The envelopes marked "TECHNICAL PROPOSAL FOR EVENTS MANAGEMENT SERVICES FOR MWSC'S 29 <sup>th</sup> ANNIVERSARY FUNCTION" shall be opened one at a time. All envelopes marked "FINANCIAL PROPOSAL FOR EVENTS MANAGEMENT SERVICES FOR MWSC'S 29 <sup>th</sup> ANNIVERSARY FUNCTION" shall remain sealed and kept by MWSC in safe custody until they are opened at a later public opening, following the evaluation of the Technical Part parts of the Bids. The bidders' names and submitted documents shall be announced and recorded and will be available for viewing only to bidders.
	20.2	Once the technical evaluation has been completed, the financial proposals will be opened. The opening date for financial proposals will be informed to eligible bidders by email. During the financial proposal opening, the bidders' names and the prices stated in the financial proposal shall be announced and recorded.
	20.3.	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 19.1.
<b>E. EVALUATION OF PROPOSALS</b>		
21. Confidentiality	21.1.	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 27.1 and 32.1.
	21.2.	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.
	21.3.	Notwithstanding ITB 21.2, 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.
22. Evaluation	22.1	MWSC shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.
	22.2	MWSC shall conduct the evaluation solely on the basis of the submitted technical and financial proposals. Evaluation of proposals shall be undertaken in the following steps: a) Preliminary examination b) Evaluation of minimum eligibility and qualification c) Evaluation of technical proposals d) Evaluation of financial proposals.

23. Preliminary examination	23.1	MWSC shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage.
24. Evaluation of eligibility and qualification	24.1	The eligibility and qualification of the bidder will be evaluated against the minimum eligibility and qualification requirements specified in Section II: Evaluation Criteria and in ITB 3 (Eligible bidders)
25. Evaluation of technical and financial proposal	25.1	For Technical proposal the maximum score is 70 points while for financial proposal the maximum score is 30 points
	25.2	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section II: Evaluation Criteria.</p> <p>A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve a minimum threshold of 70% of maximum points. When necessary, MWSC may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p>
	25.3	In the second stage, only the financial proposals of those bidders who achieve the minimum technical score will be opened for evaluation.
	25.4	The maximum accepted cost for the events is Maldivian Rufiyaa 500,000. Any proposal which is more than the ceiling prices shall be disqualified.
	25.5	<p>The final evaluation shall be done using a combined scoring method, the formula for the rating of the proposals will be as follows:</p> <p>Rating the Technical Proposal (TP):  <math>TP \text{ Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 70</math></p> <p>Rating the Financial Proposal (FP):  <math>FP \text{ Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 30</math></p> <p>Total Combined Score:  <math>\text{Combined Score} = (\text{TP Rating}) + (\text{FP Rating})</math></p>

26. Clarifications for Proposals	26.1.	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 29.
	26.2.	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.
27. Deviations, Reservations & Omissions	27.1.	During the evaluation of proposal, the following definitions apply: <ul style="list-style-type: none"> <li>(a) "Deviation" is a departure from the requirements specified in the RFP Documents.</li> <li>(b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the RFP Documents; and</li> <li>(c) "Omission" is the failure to submit part, or all of the information or documentation required in the RFP Documents.</li> </ul>
28. Determination of Responsiveness	28.1.	MWSC's determination of a proposal's responsiveness is to be based on the contents of the proposal itself.
	28.2.	A substantially responsive proposal is one that meets the requirements of the RFP Documents without material deviation, reservation, or omission.
	28.3.	A material deviation, reservation, or omission is one that, <ul style="list-style-type: none"> <li>(a) if accepted, would <ul style="list-style-type: none"> <li>(i) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or</li> <li>(ii) limit in any substantial way, inconsistent with the RFP Documents, MWSC's rights or the bidder's obligations under the proposed Contract; or</li> </ul> </li> <li>(b) if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive proposal</li> </ul>
	28.4.	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.

29. Correction of Arithmetical Errors	29.1.	<p>Provided that the proposal is substantially responsive, MWSC may correct arithmetical errors on the following basis:</p> <p>(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;</p> <p>(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</p> <p>(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.</p>
	29.2.	Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 29.1, shall result in the rejection of the Proposal.
30. MWSC's Right to Accept Any & to Reject Any or All Proposals	30.1.	MWSC <b>reserves</b> 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.
<b>E. AWARD OF CONTRACT</b>		
31. Award Criteria	31.1.	<p>Subject to ITB 30.1., MWSC shall conditionally award the Contract to the bidders 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.</p> <p>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 bidders fail to fulfil the terms of the conditional award.</p>
32. Notification of Award	32.1.	Prior to the expiration of the period of proposal validity, MWSC shall notify the successful bidder, in writing, that its proposal has been accepted.
	32.2.	Notification of award will not form a binding contract between the parties. Formation of a legally binding contract shall be subject to the terms of Clause ITB33 of this RFP.
33. Signing of Agreements	33.1.	Promptly upon notification of the conditional award, MWSC shall send the successful bidder a draft agreement.
	33.2.	The draft 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.
	33.3.	The Final Agreement will be forwarded to the bidder on finalization of the terms, and upon signing, a legally binding contract shall be formed between both Parties.

34. Advance Payment Guarantee	34.1.	After signing of the contract, the successful bidder may request for advance payment within 10 days. 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.
	34.2.	Maximum 20% of total contract value shall be paid as advance payment to the successful bidder, within 15 days of signing the Contract, against the 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 by the Contractor. Interest shall not be charged on the advance payment.
	34.3.	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 Contract.
	34.4.	The advance payment guarantee shall be valid for 3 months (90 days) from the date of signing of the final agreement.

## 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 25. 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.

### Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section I: Instruction to Bidders have been provided and are complete.
Bidder accepts MWSC General Conditions of Contract	Form 2: Technical Bid Submission Form
Proposal Validity	Form 2: Technical Bid Submission Form

### Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis. If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	Form 3: Bidders information Sheet Form 5: Joint Venture/ consortium / association information form All required attachments for the forms
Vendor is not suspended, nor otherwise identified as ineligible by MWSC	Form 2: Technical Bid submission form
No conflicts of interest in accordance with ITB 3.3.	Form 2: Technical Bid submission form
The Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form 2: Technical Bid submission form

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form 2: Technical Bid submission form
Litigation History: No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form 12: Due Diligence form

Technical evaluation criteria	Minimum requirements	Scoring criteria	Maximum eligible Score
Experience	<p>Points for this criterion will be evaluated based on the experience provided in the experience form in the bidder's proposal.</p> <p>Any experience provided without supporting documents shall not be evaluated.</p> <p>Supporting documents shall consist of reference letters, completion certificates, purchase orders, indicating the completion dates, with the required stamps and signatures.</p> <p>Only 3 events that have been undertaken by the bidder in the past 5 years prior to the applications submission deadline shall be evaluated.</p>	Scale of past events undertaken	15 points
		Creative elements and aesthetics of events	15 points
Concept	<p>Points for this criterion will be evaluated based on the concepts provided in the bidder's proposal.</p> <p>The marks for the bidders will be provided based on the presentation specified under clause 22.2</p>	<ul style="list-style-type: none"> <li>- Concept clarity</li> <li>- Concept functionality and practicality</li> <li>- Value additions</li> <li>- Overall aesthetic and design</li> <li>- Relevance to MWSC's brand identity</li> </ul>	40 points
Capacity	<p>Points for this criterion will be evaluated based on the capacity of the bidders. In this context, the proposals will be evaluated based on the proposed team's qualifications, and event related resources accessible by the bidder, as mentioned in the profile and resume forms submitted.</p>	Team composition	5 points
		Team qualification	10 points
		Firm's event related services: does the bidder provide complete event solutions	10 points
		Does the bidder have accessibility to key equipment	5 points
<b>Total maximum score for technical proposal</b>			<b>100 points</b>
<b>Total weight for technical proposal</b>			<b>70%</b>



#	Financial evaluation requirements	
1.1	1.1.1	<p>The maximum accepted cost for the event, inclusive of GST, is Maldivian Rufiyaa 500,000.</p> <p>The Price quoted by the bidder shall not be above MWSC maximum ceiling price for any events.</p>
	1.1.2	<p>If the bid prices are higher than ceiling price, the bid will be disqualified and shall not be considered for further evaluation.</p>
1.2	1.2.1	<p>The maximum eligible points for financial proposal will be 30 points.</p>
1.3	1.3.1	<p>In calculating the score under this criterion, the party quoting the lowest collective Price will get the maximum points. The points for the remaining bidders will be distributed on a pro rata basis in descending order.</p>
1.4	1.4.1	<p>The formula thus used for the computation of the score is as follows:</p> <p>Price score = FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 30</p>
<p><b>Total weight for financial proposal: 30%</b></p>		

## SECTION III – REQUIREMENTS OF MWSC

### 1. EVENT REQUIREMENTS

This Section 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.

<b>Event details</b>	Venue: Henvairu football grounds Tentative date: 11 <sup>th</sup> July 2024 Event time: 20:00 Expected participants: 400-500
<b>Event theme</b>	Bidders are expected to propose a theme and concept design for the event.
<b>MWSC REQUIREMENTS</b>	
Event area	Supply of led screen , Setup and operation (bidder to propose the sizes)
	Design, Print and installation of backdrops (bidder to propose the sizes)
	Design and production of props, conforming to the theme
	Supply and placement of 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 design, supply and fabrication with carpeting
	Provision of Podium with Flower arrangement
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>	Provision and setup of Food area tent
	Provision and setup of Ac fan covering the tent area
	Design, print and installation of entrance backdrop
	Event Tent (placement of tent/s that can accommodate minimum 700 pax with round tables, including sound control area and live setup.)

## 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

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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

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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.

1. Documents to be enclosed along with the Technical Proposal	1.1.	Technical Proposal Cover Page (Form 1)
	1.2.	Technical Bid Submission Form (Form 2)
	1.3.	Bidders Information Sheet (Form 4)
	1.4.	Bid Security (Original) (Form 5)
	1.5.	Signed Partnership form IF bidders wish to form a joint-venture, consortium or association (Form 6)
	1.6.	Bidders Experience (Form 8)
	1.7.	Key Personnel Resume forms (Form 9)
	1.8.	Concept Brief (Form 10)
	1.9.	Resources Form (Form 11)
	1.10.	Signed Due Diligence Declaration (Form 12)
	1.11.	Company Registration Certificate
	1.12.	Goods and Services Tax (GST) Certificate
	1.13.	Tax Clearance Report (past 6 months from the date of bid submission)
	1.14.	Company Profile
	1.15.	IF bidders wish to form a joint-venture; Letter of intent to form a joint venture OR JV/Consortium/Association agreement
	1.16.	Company Profiles of partners IF bidders wish to form JV/Consortium/Association
	1.17.	Reference letters OR award certificate OR any document that would serve as proof of the work specified in the experience form
	1.18.	Portfolio showcasing event materials delivered for events mentioned in the experience form
2. Documents to be enclosed along with the Financial Proposal	2.1	Financial Proposal (Form 3)
	2.2	Price Schedule of service (Form 7)

## **SECTION VI – ANNEXES AND FORMS**

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The following Annexes are the sample format and forms required during the RFP 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.



# TECHNICAL 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 Technical Proposal document subsequent to which the bidder may enclose the technical proposal.

BIDDER AND PROJECT DETAILS			
Bidder / Business Name:			
RFP Reference Number:			
Project Name:			
TECHNICAL BID DOCUMENTS CHECKLIST			
Checked by:		Documents	Output format
Bidder	MWSC		
		Technical Bid Submission Form (Form 2)	Printed
		Bidders Information Sheet (Form 4)	Printed
		Bid Security Draft (Form 5)	Printed
		Signed Partnership form IF bidders wish to form a joint-venture, consortium or association (Form 6)	Printed
		Bidders Experience (Form 8)	Printed
		Key Personnel Resume forms (Form 9)	Printed
		Concept Brief (Form 10)	Printed or digital
		Resources Form (Form 11)	Printed
		Signed Due Diligence Declaration (Form 12)	Printed
		Company Registration Certificate	Printed
		Goods and Services Tax (GST) Certificate	Printed or digital
		Tax Clearance Report (past 6 months from the date of bid submission)	Printed
		Company Profile	Printed or digital
		IF bidders wish to form a joint-venture; Letter of intent to form a joint venture O JV/Consortium/Association agreement	Printed
		Company Profiles of partners IF bidders wish to form JV/Consortium/Association	Printed or digital
		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
		Technical Bid Submission Form (Form 2)	Printed
FINANCIAL BID DOCUMENTS CHECKLIST			
		Financial Proposal (Form 3)	Printed
		Price Schedule of service (Form 7)	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:

.....

.....

SIGNATURE & STAMP

Designation:

.....

Date: .....



**FORM 2: TECHNICAL 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 within the last 3 years.
- (e) We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us,
- (f) Our proposal shall be valid for **One Hundred and Eighty (180) days** 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.
- (g) We understand that you are not bound to accept the lowest or any Bid you may receive.
- (h) We confirm that we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (i) All the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (j) 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:	
RFP Reference Number:	
Project Name:	

**PROPOONENTS DECLARATION**

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We, the undersigned, offer to provide event management service for "MWSC's 28th Anniversary function" in accordance with your Request for Proposal dated [Insert date] and our proposal.  
We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related this contract.

Name: .....

Designation: .....

.....  
**SIGNATURE & STAMP**

**Date:** .....

**FORM 3: FINANCIAL BID SUBMISSION FORM**

---

Date: \_\_\_\_\_

To: MALE' WATER AND SEWERAGE COMPANY PVT LTD.

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

We, the undersigned, offer to provide event management service for "MWSC's 29th Anniversary function" in accordance with your Request for Proposal dated ..... and our Technical Proposal. Our attached Financial Proposal is for the sum of (.....)This amount is inclusive of the local taxes. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name: .....

Designation: .....

.....  
SIGNATURE & STAMP

Date: .....

**FORM 4: BIDDER'S INFORMATION SHEET**

---

Each Bidder must fill in this form.

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

**FORM 5: BID SECURITY SAMPLE**

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*The Issuing Bank shall fill in this Bank Security Form in accordance with the instructions indicated.*

WHEREAS, \_\_\_\_\_ [name of bidder] (hereinafter called "the Tenderer") has submitted his bid dated \_\_\_\_\_ [date] for the **Event Management Services for MWSC's 29<sup>th</sup> Anniversary Function** (hereinafter called "the Tender").

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 **MALE' WATER & SEWERAGE COMPANY PVT. LTD.** (hereinafter called "the Employer") in the sum of, \_\_\_\_\_ for which payment well and truly to be made to the Employer the Bank binds itself, its successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2024  
THE CONDITIONS of this obligation are:

1. If the Tenderer withdraws the Tender during the period of validity specified in the Form of Tender;
- or
2. If the Tenderer having been notified of the acceptance of the Tender by the Employer during the period of validity fails or refuses to execute the Memorandum of Agreement in accordance with the Instructions to Tenderers, if required

we undertake to pay to MWSC up to the above amount upon receipt of the first written demand, without MWSC having to substantiate its demand, provided that in his demand MWSC will note that the amount claimed is due to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 30 days after the deadline for submission of Tenders as such deadline is stated in the Tender Documents or as it may be extended by MWSC, 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  
WITNESS

SIGNATURE OF THE BANK  
SEAL

[signature, name, and address]

**ADVANCE PAYMENT GUARANTEE SAMPLE**

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[Issuer's letterhead]

**Beneficiary:** Male' Water and Sewerage Company Pvt Ltd

**ADVANCE PAYMENT BANK GUARANTEE**

We have been informed that ..... [name of the Contractor] (hereinafter called "the Contractor") has entered into Contract No..... [reference number of the Contract], dated [insert day and month], [insert year] with you, for the execution of ..... [name of contract] (hereinafter called "the Contract").

Furthermore, we understand that, according to the Contract, an advance payment in the sum ..... [name of the currency and amount in figures] 1 (..... [amount in words]) is to be made against an advance payment guarantee.

Further to the foregoing, we [name of financial] hereby irrevocably undertake to pay to you, the Beneficiary, any sum or sums not exceeding in total an aggregate amount of [amount in words] ([amount in figures])<sup>1</sup> (the "Guarantee") upon receipt by us of your first demand in writing, stating that the Contractor is under obligation under the Contract to return the amounts of the Guarantee. Such statement shall be conclusive evidence of your entitlement to payment in the amount demanded, up to the amount of this Guarantee.

The maximum amount of this Guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This Guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that total of the Guarantee has been reimbursed or on the .... day of .....<sup>2</sup>, whichever is earlier.

We further agree that no change or addition to or other modification of the terms of the Contract or of any of the Contract documents which may be made between the Beneficiary and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

..... [Seal of Bank and Signature(s)] .....

---

1 The Guarantor shall insert an amount representing the amount of the advanced payment and denominated in the currency/ies of the advanced payment as specified in the Contract

2 Insert the expected expiration date of the Time for Completion.

## FORM 6: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	Date: <span style="border: 1px solid gray; padding: 2px;">Select date</span>
RFP reference:	

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		
2		
3		

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

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: \_\_\_\_\_

Name of partner: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

## FORM 7: PRICE SCHEDULE OF SERVICES

Name of Bidder:	Date:
RFP reference:	

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)
Supply of led screen , Setup and operation (bidder to propose the sizes)	[Enter proposed size]			
Design, Print and installation of backdrops (bidder to propose the sizes)	[Enter proposed size]			
Design and production of props, conforming to the theme				
Supply and placement of 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 design, supply and fabrication with carpeting				
Provision of Podium with Flower arrangement				
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				
<b>Other costs as per proposal submitted by the bidder (provide breakdown)</b>				
<b>TOTAL</b>				
<b>GST 8%</b>				
<b>GRAND TOTAL</b>				

**Provisional Items for event 1**

	<b>RATE with GST(MVR)</b>
Provision and setup of Food area tent	
Design, print and installation of entrance backdrop (12x8ft)	
Event Tent, 50 x 100ft (placement of tent/s that can accommodate minimum 500 pax with round tables, including sound control area and live setup.)	
Provision and setup of Ac fan covering the tent area	

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

Stamp:



## FORM 8: BIDDER'S EXPERIENCE

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Each Bidder 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. JV/Consortium members' experience can be included in the form.

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

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 9: KEY PERSONNEL

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Each Bidder must fill in this form.

### RESUME OF PROPOSED PERSONNEL

<b>Name of Personnel</b>	
<b>Position for this assignment</b>	
<b>Nationality</b>	
<b>Education/ Qualifications/Certifications</b>	
<b>Employment Record/ Experience</b>	

## **FORM 10: CONCEPT BRIEF**

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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 11: RESOURCES FORM

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Each Bidder must fill in this form. If JV/Consortium/Association, to be completed by each partner.

Company Name: [Bidder's Company Name]

<b>Equipment Category (eg. AV/sound, Lighting, effects, carpentry works)</b>	<b>Equipment Name</b>	<b>Description of the equipment (brief description or model number)</b>	<b>Condition</b>	<b>Additional notes (eg, special features such as weather- proof)</b>

## FORM 12: DUE DILIGENCE

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Each Bidder must fill in this form. If JV/Consortium/Association, to be completed by each partner.

### LITIGATION HISTORY

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation history within the last 3 years, as indicated below			
Year of Dispute	Amount in dispute	Contract identification	Total Contract Amount (state currency)
		Name of client: Address of client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### PROPOSERS DECLARATION

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

Name: .....

Designation: .....

.....  
SIGNATURE & STAMP

Date: .....