

RENTING OF SPACE FOR MITDC OFFICE

TERMS OF REFERENCE

1. Introduction:

Maldives Integrated Tourism Development Corporation (MITDC) is looking for a party to rent a space for office as per the requirements of MITDC.

Contract period minimum 05 years.

2. Requirements:

- 2.1. Area / Floor size in square feet should be greater than 1800 and less than 3000
- 2.2. 2 floors adjustment is acceptable
- 2.3. Easy Access to the building
- 2.4. Minimum 02 toilets / Pantry
- 2.5. The office space should be cleaned and painted before it is handed over to MITDC
- 2.6. All parties should submit relevant and valid documents to support the above criteria.

3. Guidelines & required documents for submission of proposals:

3.1. Each submission should include the following:

3.1.1. If a Company:

- 3.1.1.1. Copy of Company Registration Certificate
- 3.1.1.2. Building Registration
- 3.1.1.3. Tax Registration Certificate (If applicable)
- 3.1.1.4. Building Floor Plan
- 3.1.1.5. If the bidder is subletting the building or floor, letter of permission from the landlord for the contract period.
- 3.1.1.6. Details of the available facilities
- 3.1.1.7. Recent Picture
- 3.1.1.6. If under construction, work completion schedule.

3.2. Advance and Rent

Submit the proposal along with the advance and rent payment amount and terms for renting the space.

Marks will not be awarded for respective categories for the bids that are received with incomplete information.

4. Evaluation criteria:

4.1. Budget (40 MARKS):

4.1.1. Monthly Rent – Lowest rent gets the highest marks (30 marks)

4.1.2. Advance Payment – Lowest or No advance gets the highest marks (10 marks)

4.2. Location (14 MARKS):

4.2.1. Maximum marks will be awarded for prime locations

4.3. Size of space (20 MARKS):

4.3.1. Marks will be awarded on pro rata basis on the floor space area

4.4. Facilities (26 MARKS)

4.4.1. Minimum two separate toilets (8 marks)

4.4.2. Availability of Lift/Service Lift (6 marks)

4.4.3. Security System such as CCTV, etc. (6 marks)

4.4.3. Other offices in the same building (6 marks)

5. Submission:

All proposals should be submitted on 12th June 2024 at 1030 hours.

Proposals must be a hard copy in an envelope properly sealed...,

labelled:

"PROPOSAL FOR LEASING OFFICE SPACE TO MITDC"

and addressed to:

Maldives Integrated Tourism Development Corporation,
7th Floor, M. Iris,
Fareedhee Goalhi,
Male', Rep. of Maldives

6. Queries

For any queries and clarifications, you may call 3019911 or sent in writing to the below mail on or before 1500hrs on 11th June 2024.

Email: info@mitdc.com.mv

Subject: [Query] Renting of space for MITDC office