بسم الله الرحمن الرحيم

Ministry of Environment
Male', Republic of Maldives.

ދިވެހިރާજ્ય ން્ધ્રુવ મંત્રાલય
માલે، ધિવેહિરાજ્જે.

�- �- ELECTRONIC

Date: 01 July 2019

TERMS OF REFERENCE
REQUEST TO HIRE CONFERENCE FACILITIES WITH CATERING

INTRODUCTION

The Ministry of Environment is planning to organise a workshop from 22- 24 July 2019. The Ministry is seeking **the services of an organization/ business entity to hire a venue and catering service** for this purpose.

SCOPE OF WORK

The scope of works are outlined in the table below;

	Description	Nos.
1	Conference hall at a location in Male', from 22-24 July 2019 to accommodate 25 participants. (WIFI internet access to all participants, multimedia data projector, sound system. ***Full day from morning 8:00am to 15:00pm***	01
2	Drinking water available during conference (no single use plastics)	25 participants
3	Daily tea/coffee breaks during the workshop (10:00 to 11:00) for 3 days	25 participants
4	Daily lunch breaks during the workshop (14:00-15:00) for 3 days	25 participants

**The bid should include the detailed menu of servings for all meals*

Evaluation Criteria

Eligibility Checklist

Category	Description	✓
Conference hall	Conference hall at a location in Male', with capacity to comfortably accommodate 25 pax	
Conference facilities	Laptop, projector, screen, sound system, 2 cordless mic, podium and high speed WIFI.	
Water	Drinking water for participants in glass or other reusable containers	
Catering	Lunch and daily tea/coffee breaks for 3 days	
	Total	100%

Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392, Republic of Maldives.
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Category	Description	Marks
Experience	Experience in organizing similar events (5 points for each event)	40
Financial proposal	The party with lowest financial proposal will get 60%. Other parties will be scored by [(lowest price/proposed price) x 60]	60
	Total	100%

DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

Interested parties shall submit the following documents required to demonstrate their capacity and experience to carry out the services stated in this document:

(1) Financial Proposal (showing breakdown of costs expected to incur to provide the each of the services separately) with a validity of a minimum of 30 days.
(2) Company licenses and Tax registration certificates,
(3) Organizational profile,
(4) Capacity of company to provide the service required,

BID OPENING

Interested parties should submit their Quotations (Bill of Quantities inclusive of all applicable taxes, tax quoted separately if applicable, with the GST registration certificate for verification) and all the documents described in the advertisement to the address below by 8 July 2019.

Bids will be opened in the presence of the bidders' representatives at the address below on 8 July 2019 at 11:30am.

Electronic bidding will not be permitted. Late bids will be rejected and any bids without the required documents to evaluate the above points may be rejected by the Ministry of Environment.

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