



Ministry of Environment

Male', Republic of Maldives.

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މި ނިންމުމުގެ ދަށުން ބައްލަވާލެވޭ ފަރާތްތަކުން ފަރުދާ ފަރުދާއެއްގެ ގޮތުގައި

Date: 31 October 2019

TERMS OF REFERENCE
REQUEST TO HIRE A CONFERENCE HALL WITH CATERING SERVICES

INTRODUCTION

The Ministry of Environment is planning to organise a workshop from 13th-14th November 2019. The Ministry is seeking **the services of an organization/ business entity to hire a venue and catering services for this purpose.**

SCOPE OF WORK

The scope of works are outlined in the table below;

	Description	Nos.
1	Arrange Conference Hall from 13 th -14 th November 2019. (Flower Bouquet for day 1 opening ceremony , WIFI Internet Access to all participants, PA System, Wireless handled/ lap micro phones, Multimedia Data Projector, Half Day from Morning to Afternoon 2:00pm	01
2	Water Bottle(glass bottle/reusable bottle) on each day during conference	100 participants
3	Coffee Breaks during the workshop (10:00 to 10:30) for 2 days	150 participants (day 1) 100 participants (day 2)
4	Lunch (12:00 to 13:00) for 2 days	100 participants

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

Evaluation Criteria

Category	Description	Marks
Hall Capacity	Capacity to accommodate 100 pax	10
Conference facilities	Laptop, Projector, Screen, Sound System, 2 Cordless Mic and WIFI available; flower arrangement for day 1.	10
Water	Drinking water for participants in glass or other reusable containers	10
Catering	1 lunch break and 1 coffee break per day for two days	20
Financial Proposal	The Party with lowest financial proposal will get 50%. Other parties will be scored by [(lowest price/proposed price) x 50]	50
Total		100%