



## Ministry of Environment

Male', Republic of Maldives.

މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން ޕްލޭނިންގ ޕްރޮގްރާމް  
ދާއިރާ، ދިވެހިރާއްޖެ.

މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން ޕްލޭނިންގ ޕްރޮގްރާމް  
ދާއިރާ، ދިވެހިރާއްޖެ

**Date:** 25<sup>th</sup> December 2019

**Advertisement No:** (IUL)438-CCD/438/2019/396

## TERMS OF REFERENCE

REQUEST TO HIRE A CONFERENCE HALL WITH CATERING SERVICES FOR THE HIGH LEVEL  
LAUNCHING EVENT OF MALDIVES FIRST BIENNIAL UPDATE REPORT TO THE UNFCCC

### 1. Introduction

The Ministry of Environment is planning to organise a high level launching event for the Maldives First Biennial Update Report on the 06<sup>th</sup> February 2019 (Thursday). This would be a **4 hours (09:00 am – 12:00 noon followed by lunch from 12:00 noon – 01:00 pm)** event. The Ministry is seeking **the services of an organization/business entity to arrange a conference hall with catering services** for this purpose.

### 2. Scope of work

The scope of works are outlined in the table below;

	Description	Nos.
1	Arrange Conference Hall* for 6 <sup>th</sup> February 2019 (Flower Bouquet for the ceremony , WIFI Internet Access, PA System, Wireless handheld/ micro phones, Multimedia Projector)	01
2	Water Bottle(glass bottle/reusable bottle)	70 participants
3	lunch after the launching event	70 Participants

\*\* Tentative agenda for the event is attached

### 3. Documents to be submitted with the Proposal

- Technical proposal including the organizational profile, detailed menu for lunch, list of proposed venues and any other documents attesting to the scope of work
- The Financial Proposal (showing breakdown of costs expected to incur to provide the service
- Proof of similar works undertaken including letters of references
- Company licenses, GST certificates and/or business registration in ministry of Economic Development



Green Building, Handhuvaaree Hingun,  
Maafannu, Male', 20392, Republic of Maldives.

+ (960) 301 8300  
+ (960) 301 8301  
www.environment.gov.mv

Page 1 of 3

މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން ޕްލޭނިންގ ޕްރޮގްރާމް  
ދާއިރާ، ދިވެހިރާއްޖެ، 20392

secretariat@environment.gov.mv

www.twitter.com/ENVgovMV  
www.facebook.com/environment.gov.mv



## 4. Award of Contract

A party will be selected by a committee of minimum three members in accordance with the evaluation criteria stated in the Terms of Reference. The Technical Proposal will be given 60% of the Marks and the Financial Proposal will be given 40% marks.

## 5. Evaluation Criteria

Category	Description	Marks
Company/Firm experience	<ul style="list-style-type: none"><li>• Profile - 10 points</li><li>• Experience in relevant events<ul style="list-style-type: none"><li>○ Experience in delivering similar event services 1 event = 2 point, (max 30 points)</li></ul></li></ul>	40
Conference and Catering facilities	<ul style="list-style-type: none"><li>• Requirements as stated in the Scope of Work</li></ul>	20
Financial proposal	<ul style="list-style-type: none"><li>• The party with lowest financial proposal will get 40%. Other parties will be scored by [(lowest price/proposed price) x 40]</li></ul>	40
<b>Minimum qualifying marks is 70%</b>		<b>Total</b> 100%

## 6. Submission of proposal and deadline

Sealed Proposals shall be submitted to the following address in person and opened in the presence of the representatives of proponents on the date and time indicated below

Ministry of Environment,  
Green Building Handhuvaree Hingun,  
Maafannu, Male', 20392,  
Republic of Maldives  
Date: January 7<sup>th</sup>, 2019 (Tuesday)  
Time: 1000 hour



Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392, Republic of Maldives.

+ (960) 301 8300  
+ (960) 301 8301  
[www.environment.gov.mv](http://www.environment.gov.mv)

Page 2 of 3

މިނިސްޓްރީ ޖީއެންވީއެސް، ސަރުކާރުގެ ރިސޯޓްޕްރިމް،  
މާފަންނު، ޞަލާމު، 20392، ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

[secretariat@environment.gov.mv](mailto:secretariat@environment.gov.mv)  
[www.twitter.com/ENVgovMV](https://www.twitter.com/ENVgovMV)  
[www.facebook.com/environment.gov.mv](https://www.facebook.com/environment.gov.mv)



## Tentative Agenda - Launching Ceremony of Maldives First Biennial Update Report of Maldives to the UNFCCC

Venue: TBC

Date: 6<sup>th</sup> February 2019

### Agenda

Guest Arrival	10:00 – 10:30
Opening by Recitation of Holy Quran	10:30 – 10:35
Welcome Remarks [TBC]	10:35 – 10:50
Presentation of Maldives First Biennial Update Report BUR Team	10:50 – 11:10
Official Release of the Report	11:10 – 11:15
Remarks by the Minister of Environment Dr. Hussain Rasheed Hassan	11:15 – 11:30
Closing and Lunch	11:30 – 13:00

