



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

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**Information Sheet**  
**To Hire an Export & Import Agent for a**  
**Period of 1 Year**

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25<sup>th</sup> October 2020

<b>Section 1 - Instruction to Tenderers</b>		
<b>1.</b>	<b>General</b>	
1.1	Announcement Number:	(IUL)MMPRC-PRO/1/2020/24
1.2	Announcement Date:	25 <sup>th</sup> October 2020
1.3	Project:	To Hire an export & import agent for a period of 1 year and possible extension upon satisfactory performance
1.4	Purpose:	The purpose of this RFP is to invite vendors to submit their proposals to become the chosen export and import agent to work with MMPRC to do custom clearance and other related works of exporting promotional materials for Fairs, Roadshows & other marketing events abroad.
<b>2.</b>	<b>Procedure of Tendering</b>	
2.1	<b>Eligible Tenderers:</b>	A Tenderer may be a natural person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture
2.2	<b>Amendments to Tender Documents:</b>	<p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>(c) To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.3	Registration of Tenderers:	To register please email to <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a> by <b>Sunday, 1<sup>st</sup> November 2020 before</b>

	<b>1500 hrs. (local time)</b>
2.4	Pre-bid meeting: Not applicable
2.5	Clarifications of Bidding document, project, scope of works: on or before <b>Thursday, 5<sup>th</sup> November 2020, 1500 hrs. (local time)</b>
2.6	<p><b>Submission of Tenders:</b></p> <p>Venue: Maldives Marketing &amp; Public Relations Corporation, 2nd Floor, H.Zonaria, Male'</p> <p><b>Date: Sunday, 8<sup>th</sup> November 2020</b></p> <p><b>Time: 1330 hrs.</b></p> <p>Proposals that are received by MMPRC after the deadline indicated above, for whatever reason, shall not be considered for evaluation.</p>
<b>3.</b>	<b>Preparation of Tenders</b>
3.1	<p><b>Cost of Tendering:</b></p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.2	<p><b>Language of Tender:</b></p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in <b>English or Dhivehi</b> Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in <b>English or Dhivehi</b>, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.3	<p><b>Documents Comprising the Tender:</b></p> <p>(a) A cover letter</p> <p>(b) Total Price</p> <p>(c) Case studies</p> <p>(d) Profile of the Tenderer</p> <p>(e) Reference letters from previous customers/clients.</p> <p>(f) Copy of Registration Certificate of Sole proprietorship / Partnership /</p>

	<p>Company / Corporative Society</p> <p>(g) Copy of GST Registration Certificate</p> <p>(h) Tax Clearance Certificate issued by MIRA</p> <p>(i) Copy of Broker License</p> <p>(j) Copy of Registration Certificate of Cargo Clearing Companies</p> <p>(k) Other documents, if required by this document</p>
3.4	<p><b>Estimate workload for the Export &amp; Import Agent:</b></p> <p>Custom clearance and other related works of exporting and importing promotional materials for Fairs, Roadshows &amp; other marketing events abroad.</p> <p><b>Contract Duration - 1 Year</b></p>
3.5	<p><b>Period of Validity of Tender:</b></p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.6	<b>Tender Security (If required): Not Applicable</b>
3.7	<p><b>Format of Signing of Tender:</b></p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.3, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.8, shall be clearly marked “Alternative”.</p>
3.8	<p><b>GST/VAT:</b></p> <p>The prices shall be quoted in Maldivian Rufiyaa (MVR) and should be inclusive of GST/VAT</p>
3.9	<p><b>Alternative Tenders:</b></p> <p>It is permitted to submit Alternative Tenders.</p>
3.10	<p><b>Incomplete Tender:</b></p> <p>Any tender that does not include all information and documents stated in</p>

	<p>clause 3.3 shall be considered as Incomplete Tender.</p>
<p>3.11</p>	<p><b>Conflict of Interest:</b></p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> <li>(a) they have a controlling partner in common; or</li> <li>(b) they receive or have received any direct or indirect subsidy from any of them; or</li> <li>(c) they have the same legal representative for purposes of this Tender; or</li> <li>(d) 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 on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or</li> <li>(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or</li> <li>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</li> <li>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</li> </ul>
<p>3.12</p>	<p><b>Authorization:</b></p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>

4.	<b>Submission and Opening of Tenders</b>
4.1	<b>Sealing of Tenders:</b>
4.2	<p><b>Deadline for Submission of Tenders:</b></p> <p>(a) Tenders must be received by MMPRC at the mentioned address and no later than the date and time clause 2.6 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.3	<p><b>Late Tender:</b></p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 4.2. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
4.4	<p><b>Submission Documents:</b></p> <p>(a) A cover letter</p> <p>(b) Total Price</p> <p>Submit your proposals along with proposed price in details for the project as per the given format in ANNEX 1 of this information sheet. Proposal should also include a suggested payment schedule and the rationale/deliverables behind it.</p> <p>(c) Case studies</p> <p>(d) Profile of the Tenderer</p> <p>(e) Reference letters from previous customers/clients.</p> <p>(f) Copy of Registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</p> <p>(g) Copy of GST Registration Certificate</p> <p>(h) Tax Clearance Certificate issued by MIRA</p> <p>(i) Copy of Broker License</p> <p>(j) Copy of Registration Certificate of Cargo Clearing Companies</p> <p>(k) Other documents, if required by this document</p>

<b>5.</b>	<b>Evaluation</b>
5.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
<b>6.</b>	<b>Tender Security and Performance Guaranty (Not applicable)</b>
<b>7.</b>	<b>Advance Payment and Advance Payment Guarantee (Not applicable)</b>
<b>8</b>	<b>Penalty &amp; Contract Termination</b>
8.1	<p><b>Penalty:</b></p> <ul style="list-style-type: none"> <li>a) MMPRC shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.</li> <li>b) If the Select Party unable to complete the monthly works as stipulated under the scope of work, MMPRC has discretion to deduct not more than 15% of the monthly price.</li> </ul>
8.2	<p><b>Contract Termination:</b></p> <p>(a) Each Party shall have the right, at its option, to terminate the if the other Party breaches any of the material terms, obligations, covenants, representations or warranties under this Agreement and the breaching Party fails to cure such breach within thirty (30) days from receipt of written notice from the non-breaching Party identifying the breach; provided, however, that if the breach is capable of cure but not reasonably capable of cure within such thirty-day period, the breaching Party may avoid termination of the Agreement by promptly commencing efforts to cure the breach and diligently prosecuting the cure to completion as soon as practicable</p> <p>(b) Notwithstanding to clause above, MMPRC may terminate this Agreement without any cause, upon giving thirty (30) days' notice in writing to the Select Party. The agreement shall be terminated on the 30<sup>th</sup> day of receiving the said notice by Think Strawberries.</p> <p>(c) MMPRC's election to terminate the Agreement shall not prejudice any other rights of MMPRC, under the Agreement or otherwise.</p>

<b>Section 2 - Evaluation Criteria</b>		
<b>Area</b>	<b>Details</b>	<b>Marks</b>
Price	<p>The Proposal proposing the lowest “Price” shall receive a maximum score of Sixty (60), and points will be allocated to other Proposals according to the following formula;</p> $\frac{\text{Lowest "Price" among the responsive Proposals}}{\text{"Price" of the Proposal under consideration}} \times 60 = \text{The Score for "Price" of the Proposal Under Consideration}$	60
Profile	<p>The Company profile, registration certificate, tax registration certificate and tax clearance from MIRA should be submitted.</p> <p>Marks this for this category will be awarded based on the relatedness of the business to the scope of the work.</p>	15
References	Copy of Broker License and a Copy of Registration Certificate of Cargo Clearing Companies; each will be given 5 marks.	10
Case Studies	Past work and the experiences of the work carried out similar to what MMPRC requires in this bid document. Proof of similar 2 projects undertaken and minimum 2 reference letter with contact detail.	10
Financial Capability	Last three months’ bank statement	5
	<b>TOTAL</b>	<b>100</b>



**Section 3 - Scope of Work**

<b>Section 3 - Scope of Work</b>	
1.	The selected party is required to work with MMPRC and do custom clearance and other related works of exporting promotional materials for Fairs, Roadshows & other marketing events abroad. MMPRC wish to outsource this component in order to maximize its effort to do custom clearance and related works in a limited time frame.  Contract Duration - 1 Year
2.	The selected party should deliver materials from MMPRC godown (H.Fulidhooge 1 <sup>st</sup> Floor/ M.Easy Night 1 <sup>st</sup> Floor) to Airport/ MPL.
3.	The selected party should deliver materials from Airpot/ MPL to MMPRC godown.
4.	The selected party should do all the custom related works of exporting materials to the fairs, road shows and other marketing events abroad.
5.	The selected party should do all custom related works of the materials sent by agents and other organizations from abroad.
6.	The selected party should do all the custom clearance and other related works of importing materials of MMPRC.

**ANNEX 1**

**1. Sea Cargo - Maldives Customs Handling & Delivery Charges FCL**

Size of Containers	Base of Charging	RATES IN MVR	
		Per Container	Transport Charges
Customs Documentation Charges	Shipment		
Port Handling + Labor (Including discharge)	Shipment / Unit		
Port Handling + Labor (Including discharge)	Shipment / Unit		

**2. Air Cargo Maldives Customs Handling & Delivery Charges**

Details	Base of Charging	RATES IN MVR	
		Per KG	Transport Charges
Customs Documentation Charges	Shipment		
Customs Clearance Charges below 100 kilos	Shipment		
Customs Clearance Charges between 100 - 500 kilos	Shipmen		
Customs Clearance Charges above 500 kilos	Shipmen		

3. Any other charges should be billed as per the original invoice and a copy of the invoice should be submitted along with the final invoice.