



Ministry of Environment and Energy

Male', Republic of Maldives.

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Date: 19th March 2017

TERMS OF REFERENCE

INTRODUCTION

The Ministry of Environment and Energy intends procuring the services to host the launching ceremony of the water and sewerage policy document.

REQUIREMENTS

- Ball Room for 120 people on 22nd March 2017.
- Official Dinner for 150 people
- VIP 2 tables set up and food to be served to the VIP tables
- Dinner Buffet set up should be done for the rest of the guests
- Welcome Drinks
- Water to be served to all the tables.
- Sound, light, projector, podium and screen will be needed.
- Flower Bouquet to the podium
- Flower centerpieces on each table

ELIGIBILITY CRITERIA

All Interested bidders should comply with all the requirements set in the ToR and should quote all the elements in the ToR. Any missing data on any of the requirements is deemed to be disqualified.

EVALUATION CRITERIA

Point system for the evaluation is:

(1) Fulfill Requirements	[40]
(2) Financial Price	[60]

All bid proposals who comply to the requirements set in the ToR will be given full marks of the fulfill requirements. Any missing information on any of the requirements is deemed to be disqualified.

The formula for determining the financial scores is as per the following:

$Sf = 60 \times Fm / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

SUBMISSION

The quotation shall be submitted to the Ministry of Environment and Energy, as in below. All submission shall be opened at the Ministry of Environment and Energy at **1300 hours on 20th March 2017** in the presence of the representatives of the bidders.

The Procurement Unit
 Ministry of Environment and Energy
 Green Building, Handhuvaree Hingun,
 Maafannu, Male', 20392, Republic of Maldives
 Email: procurement@environment.gov.mv

The submission shall be in a sealed envelope indicating the subject of this works, name of the bidder, date of submission and time as indicated.

Note:





- We are not bound to accept any quotations that were receive.
- Any submission submitted after the deadline will not be accepted.



