



Ministry of Environment and Energy

Male', Republic of Maldives.

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މިއަހަރުގެ ޖުލައި 14-16 ވަނަ ދުވަހުގައި ބޭއްވި ރާއްޖޭގެ ބޭނުންތެރިކަމުގެ ދުވަހުގައި

Advertisement number : [\(IUL\)438-ENV/438/2017/129](#)

TERMS OF REFERENCE

REQUEST TO PREPARATION AND ARRANGEMENT OF CONFERENCE HALL WITH CATERING FOR THE OZONE2CLIMATE TECHNOLOGY EXPO AND INDUSTRY ROUNDTABLE , 14-16 AUGUST 2017

INTRODUCTION

The Ministry of Environment and Energy are organizing an Ozone2Climate Technology Expo along with an Industry Roundtable from August 14-16. The main objectives of these events are to outreach and showcase the available ozone and climate-friendly RAC technology in the market.

The Ministry of Environment and Energy is seeking **the services of an organization/ business entity to prepare and arrange the venue and catering arrangements** for the Ozone2Climate Technology Expo and Industry Roundtable

SCOPE OF WORK

The scope of works is as tabulated below:

OZONE2CLIMATE TECHNOLOGY EXPO 14-15 AUGUST 2017

<i>SERVICES</i>	<i>REMARKS</i>
Hall Arrangements	Hall arrangement <ul style="list-style-type: none"> ▪ 15 Stalls- 9sqm/stall ▪ Each Stall should include: <ul style="list-style-type: none"> - 1 table (with skiting) and 2 chairs - 2 lights (each 80W) and 1 socket electric point (5W) - 1 name board - Temporary electricity connection and consumption ▪ Inauguration Ceremony <ul style="list-style-type: none"> - Sound system and mics for inauguration ceremony
Refreshment Requirements	<ul style="list-style-type: none"> ▪ Water for Exhibitors ▪ Refreshments for opening ceremony (100 pax)



INDUSTRY ROUND TABLE MEETING, 16th August 2017

<i>SERVICES</i>	<i>REMARKS</i>
Hall Arrangements	<ul style="list-style-type: none"> ▪ Seminar type seating for 100 pax ▪ 2 projector screens and sound ▪ 2 wireless mics, 1 podium mic
Refreshment Requirements	<ul style="list-style-type: none"> ▪ Bottled water for participants ▪ Tea (50 pax) ▪ Lunch (50 pax)

Evaluation Criteria

Category	Description	Marks
Company/Firm experience	<ul style="list-style-type: none"> • Profile • Experience in relevant events <ul style="list-style-type: none"> ○ Experience in such events that have been conducted after Jan 2013 to date, and relevant reference letters. ○ For each experience with reference letter – (5 marks) 	30
Catering	<ul style="list-style-type: none"> • Requirements as stated in the Scope of Work 	30
Financial Proposal	The Party with lowest financial proposal will get 40%. Other parties will be scored by [(lowest price/proposed price) x 40]	40
Total		100%

DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

The interested party 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 GST certificates,
- (3) Organizational profile,
- (4) Capacity of company to provide the service required,
- (5) Proof of similar works undertaken (reference letters from clients of works done by the company from January 2013 to date will be considered during evaluation, works done before that will not be considered),
- (6) Others



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

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

ދިވެހިރާއްޖޭގެ ބިޔަފުޅުގެ ދާއިރާ،
މާފަންނު، މާލެ، 20392، ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ.

secretariat@environment.gov.mv
[www.twitter.com/ENVgovMV](https://twitter.com/ENVgovMV)
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PRE BID MEETING

Pre-bid meeting will be held at the Ministry of Environment and Energy on 06th July 2017 at 10:00.

***Only the bidders who are present at the Pre-Bid meeting will be considered eligible to submit bids.**

BID OPENING

Interested parties should submit their Quotations (Bill of Quantities inclusive of GST price quoted separately if applicable, with the GST registration certificate for verification) and all the documents described in the advertisement to the address below on 13th July 2017 at 1100 hours.

Bids will be opened in the presence of the bidders' representatives at the address below on 13th July 2017 at 1100 hours.

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 and Energy.

Procurement Unit,

Ministry of Environment and Energy,

Handhuvaree Hingun, Maafannu

Male', Republic of Maldives

Tel: +960 3018341 Fax: +960 3018301

E-mail: procurement@environment.gov.mv

Web site: <http://www.environment.gov.mv>



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Maafannu, Male', 20392, Republic of Maldives.

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މިއަދުގެ ބަންދުވާ ދުވަހުގައި، 20392

secretariat@environment.gov.mv
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