



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

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**Information Sheet**

**To Hire a Party to Print Maldives  
Destination Guides 2022 in 9 languages**

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17<sup>th</sup> November 2021

<b>Section 1 - Instruction to Tenderers</b>	
<b>1.</b>	<b>General</b>
1.1	Announcement Number: (IUL)MMPRC-PRO/1/2021/55
1.2	Announcement Date: 17th November 2021
1.3	Project: <b>To Hire a Party to Print Maldives Destination Guides 2022 in 9 languages</b>
<b>2.</b>	<b>Procedure of Tendering</b>
2.1	<b>Eligible Tenderers:</b> A Tenderer may be a sole proprietor, 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> (a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda. (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 (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
2.3	Registration of Tenderers: To register please email with the following information to <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a> by Thursday, 25 <sup>th</sup> November 2021 before 1500 hrs. Company name: Contact person name: Contact number: Email:
2.4	Pre-bid meeting: Not applicable
2.5	Clarifications of Bidding document, Scope of work: Tuesday, 30 <sup>th</sup> November 2021 before 1500 hrs.
2.6	<b>Submission of Tenders:</b> Venue: Maldives Marketing & Public Relations Corporation, 2 <sup>nd</sup> Floor, H. Zonaria, Male' Date: Sunday, 05 <sup>th</sup> December 2021 Time: 1100 hrs.

<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> <ul style="list-style-type: none"> <li>(a) Quotation with authorized signatory and stamp</li> <li>(b) Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</li> <li>(c) Profile of the Tenderer</li> <li>(d) Copy of GST Registration Certificate</li> <li>(e) Tax Clearance Certificate issued by MIRA</li> </ul>
3.4	<p><b>Period of Validity of Tender:</b></p> <ul style="list-style-type: none"> <li>(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 considered an incomplete tender.</li> <li>(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.</li> </ul>
3.5	<b>Tender Security (If required): Not Applicable</b>
3.6	<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>
3.7	<p><b>GST:</b></p> <p>The prices shall be quoted inclusive of GST.</p>
3.8	<p><b>Alternative Tenders:</b></p> <p>It is permitted to submit Alternative Tenders.</p>

3.9	<p><b>Incomplete Tender:</b></p> <p>Any tender that does not include all information and documents stated in clause 3.3 shall be considered as Incomplete Tender.</p>
3.9	<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>
3.11	<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.	<p><b>Submission and Opening of Tenders</b></p>
4.1	<p><b>Sealing of Tenders:</b></p>
4.2	<p><b>Deadline for Submission of Tenders:</b></p> <ul style="list-style-type: none"> <li>(a) Tenders must be received by MMPRC at the address and no later than the date and time clause 2.6 of this document.</li> </ul>

	(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.
4.3	<b>Late Tender:</b> 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.
4.4	<b>Submission Documents:</b> <ul style="list-style-type: none"> <li>• Quotation with authorized signatory and stamp</li> <li>• Company Profile along with Business Registration Certificate, Tax Registration and Tax Clearance should be submitted.</li> <li>• Reference letters of past experience</li> </ul>
<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: As per procedure</b>
<b>8</b>	<b>Penalty &amp; Contract Termination</b>
8.1	<b>Penalty:</b> 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.
8.2	<b>Contract Termination:</b> If the Select Party fails to carry out any obligation under the Agreement, MMPRC may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.

<b>Section 2 - Evaluation Criteria</b>		
<b>Area</b>	<b>Details</b>	<b>Marks</b>
Contract Price	The party that proposes the lowest price shall get the highest marks. For others, marks will be awarded on pro rata basis	40
Profile	The company profile, registration certificate, tax registration certificate and tax clearance from MIRA should be submitted. Marks will be awarded based on the relatedness of the works undertaken by the company.	10
Delivery Period	The bidder shall deliver Destination Guides as mentioned in the scope of work.	35
Reference Letters	Minimum 3 reference letters of similar previous projects undertaken during the last 3 years must be submitted for full marks. This letter should clearly state the work carried out by the party.	15
	<b>TOTAL</b>	<b>100</b>

## Section 3 -SCOPE OF WORK

### Introduction

MMPRC is seeking to find a Party to Print the Maldives Destination Guide 2022 in 9 languages for the year 2022. The Maldives Destination Guide is to be used as guide to get information of the Maldives.

#### Destination Guide 2022

1. Printing Languages

1. GERMAN
2. FRENCH
3. ITALIAN
4. SPANISH
5. RUSSIAN
6. TURKISH
7. KOREAN
8. JAPANESE
9. CHINESE

2. Printing Specification - Destination Guide

- a) All pages of the destination guide shall be printed in A4 sized 120gsm gloss art paper.
- b) The front and back cover pages shall be printed in 230gsm art cards with laminated finishing.
- c) Printing Quantities as below.

Language	Quantity
Destination Guide - German	4,000
Destination Guide – French	1,500
Destination Guide – Italian	1,500
Destination Guide – Spanish	1,500
Destination Guide – Russian	1,500
Destination Guide – Turkish	1,500
Destination Guide – Korean	1,500
Destination Guide – Japanese	2,000
Destination Guide - Chinese	2,500

- 3) A sample of 1 printed destination guide (any language other than English) shall be provided within 10 days of awarding.
- 4) After the sample is approved, the selected party shall deliver the product within 20 days of providing the print ready files in each language.
- 5) The print ready files of the guides will be provided by MMPRC to the selected bidder.
- 6) Digital copy of the English Destination Guide 2022 will be provided to the registered bidders as a sample.