



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

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**Information Sheet**  
**To Hire a Party to Produce Promotional**  
**Materials for 2022**

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26<sup>th</sup> May 2022

<b>Section 1 - Instruction to Tenderers</b>		
<b>1.</b>	<b>General</b>	
1.1	Announcement Number:	(IUL)MMPRC-PRO/1/2022/46
1.2	Announcement Date:	26 <sup>th</sup> May 2022
1.3	Project:	<b>To hire a party to produce promotional materials for 2022</b>
1.4	Prebid Meeting (Date & Time)	31 <sup>st</sup> May 2022 at 1100 hours
1.5	Submission Deadline (Date & Time)	2 <sup>nd</sup> June 2022 at 1100 hours
1.6	Contact Info	Mr. Hassan Shaheel General Manager, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 4th Floor, Boduthakurufaanu Magu, Male' Republic of Maldives Telephone: +960 3323228 Email: procurement@visitmaldives.com
<b>2.</b>	<b>Procedure of Tendering</b>	
2.1	<p><b>Eligible Tenderers:</b></p> <p>a) A Tenderer may be a sole proprietor, private entity, a registered company 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</p> <p>b) The tenderer should not have any dues that needs to be paid to MIRA or the Tenderer should be paying debts owed to MIRA in accordance with an agreed payment schedule (should not be in default).</p> <p>c) Interested tenderer may submit proposals for a single item or both items.</p>	
2.2	<p><b>Amendments to Tender Documents:</b></p> <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>	

	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	<b>Registration of Tenderers:</b> Registration will take place at the pre-bid meeting. Only the Tenderers who attend the pre-bid meeting will be registered and eligible to submit the bid.
2.4	<b>Pre-bid meeting:</b> Pre-bid meeting will take place at; Venue: Maldives Marketing & Public Relations Corporation 4th Floor, H. Zonaria, Male' Date: 31 <sup>st</sup> May 2022 Time: 1100 hrs.
2.5	<b>Clarifications of Bidding document, Scope of work:</b> All clarifications must be addressed on or before Wednesday, 1 <sup>st</sup> June 2022 before 1200hrs, through email ( <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a> )  Unless specifically stated otherwise in this information sheet, all queries and communications in respect to the information sheet or the Tender Process shall be addressed by any Respondent to MMPRC, by e-mail.
2.6	<b>Submission of Tenders:</b> Submission of tenders will take place at: Venue: Maldives Marketing & Public Relations Corporation, 4 <sup>th</sup> Floor, H. Zonaria, Male' Date: Thursday, 2 <sup>nd</sup> June 2022 Time: 1100 hrs.
2.7	<b>Late Tender:</b> MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 2.6. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.
2.8	This Information sheet and all the entities participating in the Bid Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts in Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the information sheet, Bid Process or any other aspect in relation thereto.
<b>3.</b>	<b>Preparation of Tenders</b>
3.1	Each Respondent shall submit a single proposal (options may be submitted).

3.2	All documents must be a clear copy and must be compiled in the order of a checklist.
3.3	<b>Cost of Tendering:</b> 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.
3.4	<b>Language of Tender:</b> 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.
3.5	<b>Documents Comprising the Tender:</b> <b>a) Separate Quotation for each item</b> i. Each quotation must contain the following; <ul style="list-style-type: none"><li>- Total Price (The prices shall be quoted inclusive of GST.)</li><li>- delivery period in calendar days (for sample and full batch delivery)</li><li>- authorized signatory and stamp</li><li>- Validity of 90 days from date of submission</li></ul> ii. Tender proposal will be <u>disqualified</u> if the document is not submitted. iii. All calculations and costing should be in Maldivian Rufiyaa. <b>b) Copy of a valid registration Certificate of Sole proprietorship / Partnership /Company / Corporative Society</b> i. Tender proposal <u>will not be eligible</u> if the document is not submitted. ii. If certificates are in other language, English translation should be provided and should be attested. <b>c) Profile of the Tenderer</b> i. Must include the following; <ul style="list-style-type: none"><li>- Area of work</li><li>- Company Structure</li><li>- the organizational capacity</li></ul> ii. Tender proposal will be disqualified if the document is not submitted. Marks will be deducted if the document is not as per the information sheet.

	<p><b>d) Copy of Tax Registration Certificate and Tax Clearance Certificate issued by MIRA</b></p> <ul style="list-style-type: none"> <li>i. The Tax Clearance Certificate should be a recent certificate (not earlier than 1 month from the date of this announcement.)</li> <li>ii. Tender proposal will be <u>disqualified</u> if the document is not submitted with the Tender.</li> </ul> <p><b>e) Past Experience Letters</b></p> <ul style="list-style-type: none"> <li>i. Tender proposal will be disqualified if there is no past experience in similar projects.</li> <li>ii. Must submit Letters of similar projects undertaken within the past 5 years.</li> <li>iii. The reference letter should include the name/ details of the project along with the contact details for reference.</li> <li>iv. E-mails, Work order forms, agreements or award letters will not be considered.</li> </ul>
3.6	<p><b>Delivery Requirement:</b></p> <ul style="list-style-type: none"> <li>a) Sample should be delivered as mentioned in the scope of work</li> <li>b) Full batch should be delivered as mentioned in the scope of work</li> </ul>
3.7	<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>
3.8	<p><b>Tender Security (If required): Not Applicable</b></p>
3.9	<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 3.5, and clearly mark it "Original". Alternative Tenders, if permitted in accordance with clause 3.10, shall be clearly marked "Alternative".</p>
3.10	<p><b>Alternative Tenders:</b></p> <p>It is permitted to submit Alternative Tenders.</p>
3.11	<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> </ul>

	<p>(b) they receive or have received any direct or indirect subsidy from any of them; or</p> <p>(c) they have the same legal representative for purposes of this Tender; or</p> <p>(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</p> <p>(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</p> <p>(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</p> <p>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</p>
3.12	<p>The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid.</p>
3.13	<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. 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>Deadline for Submission of Tenders:</b></p> <p>(a) Tenders must be received by MMPRC at the address and no later than the date and time in clause 1.4 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 MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
5.	<p><b>Disqualification</b></p>
	<p>MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;</p> <p>a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.5) in accordance with this RFP;</p>

	<p>b) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information</p> <p>c) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC</p> <p>d) Any Proposal that is received after the Proposal Due Date</p> <p>e) Pending, active, or previous legal action by/ against a Tenderer /Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or</p> <p>f) If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or MMPRC</p> <p>g) If Tenderer is found to be engaged in corrupt or fraudulent practices in the preparation or lodgment of a Bid.</p>
<b>6.</b>	<b>Evaluation</b>
6.1	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.
6.2	To assist in the examination, evaluation, and comparison of Bids, MMPRC may, at its discretion, ask any Tenderer for clarification of its Bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Bids.
6.3	From the Bid Due Date until the issue of the Letter of Award, if any Tenderer wishes to contact MMPRC on any matter related to the Bid or the Bid Process, it should be done in writing.
6.4	Any effort on the part of the Tenderers to influence MMPRC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Tenderer's Bid.
<b>7.</b>	<b>Tender Security and Performance Guaranty (Not applicable)</b>
<b>8.</b>	<b>Advance Payment and Advance Payment Guarantee (Not applicable)</b>
<b>9.</b>	<b>Award of Contract</b>

9.1	MMPRC will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive and has the highest score (the “Selected Respondent”).
9.2	The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent’s address, or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.
9.3	If the Selected Respondent fails to sign the Letter of Award and the Agreement within the given period, MMPRC shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents or annul the Tender Process.
9.4	MMPRC reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for MMPRC’s action.
10	<b>Penalty &amp; Contract Termination</b>
10.1	<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.
10.2	<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.

**Section 2 - Evaluation Criteria**

<b>Area</b>	<b>Details</b>	<b>Marks</b>
Contract Price	The party that proposes the lowest contract price shall receive a maximum mark of Fifty-five (55), and for remaining proposals marks will be allocated on pro rata basis.	55
Profile	Marks will be given as follows; a) The company profile b) Company registration certificate (Sole proprietorship / partnership / company /corporate society) c) Tax registration certificate d) Tax clearance from MIRA	10
Delivery Period	Marks will be given as follows; a) Full marks will be given to if proposed delivery period is in accordance with the delivery requirement in clause 3.6 b) No marks will be given if Tenderer fails to fulfill the delivery requirement in clause 3.6.	20
Past Experience	Marks will be given as follows; a) Maximum mark of 15 will be given if a minimum of 3 experience letters (as per clause e) is submitted. b) Marks will be deducted per project under past experience if they have worked with MMPRC and their performance was not satisfactory.	15
<b>TOTAL</b>		<b>100</b>

- Each item will be evaluated separately

## Section 3 -SCOPE OF WORK

MMPRC is seeking for a Party to produce promotional materials for 2022.

1. Below are the materials and quantity of the materials.

- Laptop Sleeves - 2,000 pcs
- Coffee Mug with Box - 2,000 pcs

2. Specification

- Laptop Sleeves

### LAPTOP SLEEVE Design

#### Size

#### 14-inch Laptop Sleeve

Internal dimensions:  
13.4 inches x 0.4 inches  
x 9.4 inches (LxWxH)

External dimensions:  
14.2 inches x 0.8 inches  
x 10.2 inches (LxWxH)

#### Material

Premium thickened  
water-resistant neoprene

#### Inside

foam padding layer and  
fluffy fleece fabric lining

#### Zipper puller ( 2cm)

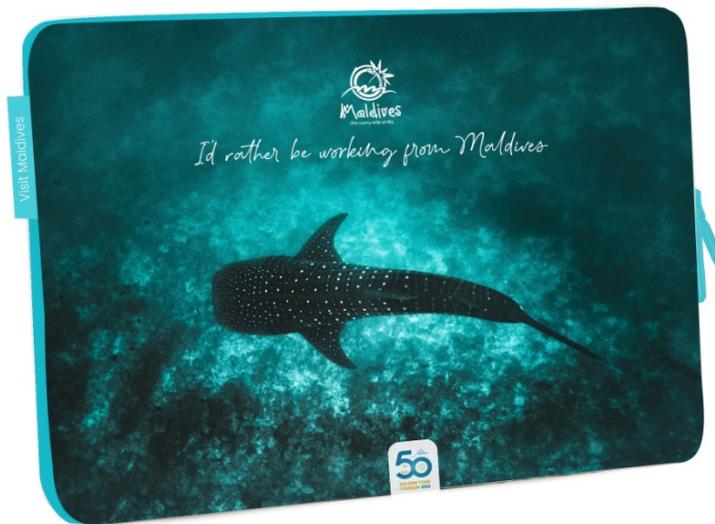


( C:73, M:4, Y:22, K:0 )

#### Zipper

Quick top-loading zipper

#### Label ( 4cm)



(Image at front solid color at back)

Back ( C:73, M:4, Y:22, K:0 )



➤ Coffee Mug with Box



3. Sample of each item should be provided within 20 calendar days from the date of agreement.

4. Delivery Period: All the items should be delivered as per below.

- Laptop Sleeves - within 30 Calendar Day from the day of sample approval
- Coffee Mug with Box - within 30 Calendar Day from the day of sample approval