

**Ref Number: (IUL) MMPRC/PRIV/2019/9**

**REQUEST FOR PROPOSAL (RFP)**  
**FOR HOSTESS SERVICES DURING ITB 2019, BERLIN, GERMANY**  
**FROM 6 TO 10 MARCH 2019**

**FOR**

**MALDIVES MARKETING AND PUBLIC RELATIONS CORPORATION**  
**1<sup>st</sup> Floor (Former PG Office Building), Majeedhee Magu, Male, Maldives**

**27<sup>TH</sup> JANUARY 2019**

## REQUEST FOR PROPOSALS

### 1. TENDER PROCESS SCHEDULE

#	EVENT DESCRIPTION	DEADLINE
1	HOSTESS SERVICES DURING ITB 2019, BERLIN, GERMANY FROM 06 TO 10 MARCH 2019	07 <sup>th</sup> February 2019, (GMT 1500 Hours)

- 1.1. The indicative schedule of the Tender Process to be conducted in accordance with this RFP is as set out herein below;
- 1.2. The above Tender Process Schedule is indicative and is subject to change at the sole discretion of MMPRC; and MMPRC shall not be responsible for any change in timelines in any manner whatsoever.

### 2. INTRODUCTION

- 2.1. The Maldives Marketing & Public Relations Corporation (MMPRC) is the national tourism office of Maldives responsible for carrying out promotional activities to become the most preferred island destination of the world under the Slogan of Maldives “the Sunny Side of Life”, whilst adhering to its mission to promote quality and sustainable growth in the local tourism industry to deliver long term economic, social and cultural benefits to the country.
- 2.2. The purpose of this Request for Proposal (RFP) is to hire a party to provide Hostess Services at ITB 2019, Berlin, Germany. Interested parties are requested to submit a proposal to provide Hostess Services at ITB 2019.
- 2.3. MMPRC reserves the right to, without limitation, without incurring any obligation or liability vis-à-vis any respondent and without expressing any cause or reason thereof, at any time before the Proposal Due Date and at its sole discretion, to amend RFP and/or the Tender Process including but not limited to the dates or other terms and conditions relating thereto, and/or suspend or cancel the Tender Process, and/or reject all of the Proposals.
- 2.4. MMPRC reserves the right to verify any or all statements made by a Respondent in response to the RFP to establish to its satisfaction about the Respondent’s capacity to perform.
- 2.5. A Respondent, including the respective members/ shareholders officers, employees, agents or its advisers shall not engage in collusion, anti-competitive conduct or any other similar conduct, in any form or manner, with any other person or in relation to.
- 2.6. The Respondent shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Proposal. The Respondent shall not have any commercial mutual benefits with other Respondent(s) submitting the Proposals on the date of submission of the Proposal.
- 2.7. This RFP does not bind MMPRC to a Respondent with respect to the subject matter of the RFP; and MMPRC shall not under any circumstances be responsible for any costs incurred by any Respondent, including the respective members/ shareholders officers, employees, agents and advisers of the Respondent in participating in the Tender Process.

- 2.8. The Respondent shall be responsible for all of the costs associated with the preparation of its Proposal and its participation in the Tender Process. MMPRC will not be responsible or in any way liable for any costs, expenses and charges incurred by any Respondent in connection with the preparation and submission of its Proposal or the Tender Process in any manner whatsoever, regardless of the conduct or outcome of the Tender Process including cancellation of the Tender Process by MMPRC.
- 2.9. Unless specifically stated otherwise in this RFP, all queries and communications in respect to the RFP or the Tender Process shall be addressed by any Respondent to MMPRC, by e-mail or in writing and shall be delivered in person, or by courier or by certified or registered mail, postage prepaid, at the address as set out hereunder, or such other address as may be informed by MMPRC from time to time;

Maldives Marketing and Public Relations Corporation  
1<sup>st</sup> Floor (Former PG Office Building), Majeedhee Magu  
Republic of Maldives  
Telephone: +960 3323228  
[procurement@visitmaldives.com](mailto:procurement@visitmaldives.com)  
[ib@visitmaldives.com](mailto:ib@visitmaldives.com)  
[info@visitmaldives.com](mailto:info@visitmaldives.com)

- 2.10. This RFP and all the entities participating in the Tender Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts at Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the RFP, Tender Process or any other aspect in relation thereto

### **3. ELIGIBILITY CRITERIA**

- 3.1. An Interested Party for this RFP document and meeting the Eligibility Criteria may submit a Proposal.
- 3.2. Each Respondent shall submit a single Proposal with options. Alternative Proposals shall not be considered and will be rejected.
- 3.3. MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on anyone or more of the following grounds:
  - 3.3.1. The Proposal is not accompanied by documents required to be submitted in accordance with this RFP;
  - 3.3.2. The Proposal is not in the prescribed manner/format;
  - 3.3.3. Failure to comply with the requirements of the RFP;
  - 3.3.4. If the Proposal is not signed, sealed and marked as stipulated in the RFP or does not contain all the information as requested in the RFP or in the format as specified in the RFP;
  - 3.3.5. If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any information;
  - 3.3.6. Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC;
  - 3.3.7. Any Proposal that is received after the Proposal Due Date;
  - 3.3.8. Pending, active, or previous legal action by/ against a 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
  - 3.3.9. 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.
- 3.4. Each Registered Party/ Respondent shall examine the RFP carefully as it contains legal and business terms and other information which each Respondent must review in order to submit a responsive Proposal.
- 3.5. MMPRC will, to the extent necessary, where MMPRC may deem necessary, respond in writing to a Registered Party for any questions and concerns they may have regarding any element of the issued RFP; And the response by MMPRC, if any, where MMPRC may deem necessary, will also be communicated to all the Registered Parties that are eligible to submit Proposals.

#### **4. PREPARATION AND SEALING OF THE PROPOSAL**

- 4.1. All correspondence in connection with the Proposal and all accompanying documents, which are relevant to its examination, shall be written in the English language only.
- 4.2. Each Proposal shall be accompanied by the following documents; parties that do not provide the requested documents shall be disqualified in the evaluation process:
  - 4.2.1. Completed Cover Letter as provided in Appendix B;
  - 4.2.2. Profile of the Respondent, which shall include the details of organizational capacity, and previous works/awards. A copy of certificate of registration shall also be attached;
  - 4.2.3. Proof of previous works and awards for similar projects shall be provided, including testimonials and contract details for references (least two clients);
  - 4.2.4. Contract Price, which shall include detailed cost breakdown. All calculation and costing should be in Euros (€)
- 4.3. The Proposal shall be signed by the authorized signatory of the Respondent.
- 4.4. The Proposal shall contain no alterations, omissions or additions, except those to comply with instructions issued by MMPRC, or as necessary to correct errors made by the Respondent, in which case such corrections shall be initialed by the person or persons signing the Proposal.
- 4.5. The Proposal shall be typed/ written and signed/ initialed in indelible ink.

**“FOR HOSTESS SERVICES DURING ITB 2019, BERLIN, GERMANY  
FROM 6 TO 10 MARCH 2019”**

Maldives Marketing and Public Relations Corporation  
1<sup>st</sup> Floor (Former PG Office Building), Majeedhee Magu,  
Republic of Maldives

Proposal sent from overseas should be emailed to the following email address.

E-mail: [ib@visitmaldives.com](mailto:ib@visitmaldives.com) copied to [procurement@visitmaldives.com](mailto:procurement@visitmaldives.com) and [info@visitmaldives.com](mailto:info@visitmaldives.com)

## **5. SUBMISSION AND WITHDRAWAL OF PROPOSAL**

- 5.1. The Proposal, complete in all respect, must be received by MMPRC, in the manner and address, and no later than the date and time, as specified in the Tender Process Schedule.
- 5.2. Any Proposal received after the Proposal Due Date is liable to be rejected by MMPRC as non-responsive.
- 5.3. MMPRC may, at its discretion, extend the time line for submission of Proposals by issuing an Addendum, and also ask the Respondents to submit any further information, clarification or modification in their Proposals, in which case all rights and obligations of MMPRC and the Respondent, previously subject to the original time line and terms, will thereafter be subject to the extended time line and the amended terms and requirements.
- 5.4. The Respondents may withdraw at any time before the Proposal Due Date. The submission/resubmission of any Proposal shall not be permitted after the Proposal Due Date.

## **6. PROPOSAL OPENING**

- 6.1. If a minimum of 3 separate Respondents have not submitted Proposal(s) by the Proposal Due Date, the Proposals submitted will be returned unopened and the Tender Process shall be cancelled by MMPRC.
- 6.2. If it is an open bidding for international bidders, that the proposals should be submitted via email provided by MMPRC before the given deadline stated in this RFP.
- 6.3. MMPRC should send a signed bid submission sheet to those who have submitted proposal for the project via email

## 7. EVALUATION PROCESS

- 7.1. To assist in the examination, evaluation, and comparison of Proposals, MMPRC may, at its discretion, ask any Respondent for clarification of its Proposal. The request for clarification and the response shall be in writing, but no change in the price or substance of the Proposal shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Proposals.
- 7.2. From the Proposal Due Date until the issue of the Letter of Award, if any Respondent wishes to contact MMPRC on any matter related to the Proposal or the Tender Process, it should do so in writing.
- 7.3. Any effort on the part of the Respondents to influence MMPRC in the examination, evaluation, ranking of Proposals may result in the rejection of the respective Respondent's Proposal.
- 7.4. Prior to detailed evaluation of the Proposal, MMPRC will examine the Proposal to determine whether it is compliant, i.e. whether;
  - 7.4.1. The Proposal is complete in all respects with due authorization;
  - 7.4.2. The documents have been properly signed and provided in the prescribed Formats;
  - 7.4.3. The Proposal is responsive.
- 7.5. A responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation or reservation.
- 7.6. A material deviation or reservation is one:
  - 7.6.1. Which limits in any substantial way, MMPRC's rights or the Respondent's obligations; or
  - 7.6.2. The rectification of which would affect unfairly the competitive position of other Respondents presenting responsive Proposals.
- 7.7. If a Proposal is not responsive and/or is incomplete, it will not be included for further consideration, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- 7.8. Proposals determined to be responsive will be checked by MMPRC for any arithmetic errors.
- 7.9. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 7.10. The discrepancy between the amounts in figures and in words will be adjusted by MMPRC with the concurrence of the Respondent, and shall be considered as binding upon the Respondent. If the Respondent does not accept the corrected amount, the Respondent's Proposal shall be rejected.
- 7.11. Proposals determined to be responsive, the arithmetic errors of which, if any, have been corrected, shall be evaluated and compared based on the Evaluation Criteria stated in this RFP.

## 8. EVALUATION CRITERIA

8.1. Responsive Proposals will be evaluated according to the following criteria;

Contract Price	50
Past Experience	30
Company Profile	10
Financial Capability	10
<b>Total Score</b>	<b>100</b>

8.2. **Contract Price:** The Proposal proposing the lowest “Contract Price” shall receive a maximum score of Sixty (60) and points will be allocated to other Proposals according to the following formula;

$$\frac{\text{Lowest "Contract Price" among the responsive Proposals}}{\text{"Contract Price" of the Proposal under consideration}} \times 60 = \text{The Score for "Contract Price" of the Proposal Under Consideration}$$

8.3. **Past Experience:** where supporting documents have been provided to MMPRCs’ satisfaction, points for experience with related works will be given as per the table provide below;

Number of contracts/projects of similar nature completed by the Respondent from 01 <sup>st</sup> January 2013 onwards	maximum score of 30
No previous projects	0
Between 1 to 5 projects	15
More than 5 projects	30

8.4. **Company Profile (10 marks):** Each bidder should submit a Profile of the Company, Company Registration Certificate and Tax Registration Certificate along with the proposal (10 Marks)



- 8.5. **Financial Capability:** Each Bidder/Respondent should submit proof of financial capability by submitting a bank reference letter. This letter should be in bank letterhead with authorized signature and bank stamp should be on it. The Bidder/Respondent should have a minimum of 20 percent of the quoted price in their bank account and this should be also stated in the reference letter. Marks will be awarded as per the below table;

<b>Financial Capability (In Percentage)</b>	<b>Maximum score of 10 Marks</b>
Less than 20% of the contract price	0
Between 20% to 35% of the contract price	4
Between 35% to 50% of the contract price	7
More than 50% of the contract price	10

## 9. AWARD OF CONTRACT

- 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 Agreement within the period prescribed in the Letter of Award, 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.

*[END]*

## APPENDIX A

### SCOPE & SPECIFICATIONS

#### 1. SCOPE OF WORK:

- 1.1. Scope of the project is to hire a party to provide hostess services during ITB 2019, Berlin, Germany from 06 to 10 March 2019 according to the requirement of MMPRC;
  - 1.1.1. To handle all the catering related work at the Maldives stand during ITB 2019. This includes and is not limited to serve coffee and drinks to the meetings, washing, cleaning and managing the kitchen area.
  - 1.1.2. Attire should be presentable.
  - 1.1.3. Handling above work as directed by MMPRC officials at stand.
- 1.2. A total of 6 (six) hostess are required as follows;
  - 1.2.1. Six hostess are required to work at the stand from 6 to 8 March 2019, between 0900 hours to 1700 hours
  - 1.2.2. Three hostess are required to work at the stand from 9 to 10 March 2019, between 0900 to 1700 hours

**APPENDIX B**  
**COVER LETTER**

The Managing Director,  
Maldives Marketing and Public Relations Corporation  
1<sup>st</sup> Floor (Former PG Office Building), Majeedhee Magu,  
Male’, Republic of Maldives

Dear Sir,

**Sub: Proposal for Hostess Services During ITB 2019, Berlin, Germany from 6 To 10 March 2019**

Having examined all the information provided, we the undersigned offer to provide Hostess Services during ITB 2019, Berlin, Germany from 6 to 10 March 2019 as per the requirements of the RFP (the “Works”) as set out in this Proposal.

We agree to undertake and complete the Works for a total sum of .....  
*(In words)* Euros €..... (In letters) (The “Contract Price”) inclusive of all applicable taxes (including/Withholding Tax). A summary of the annual breakdown of the Contract Price is provided below;

Year	Price excluding Tax(€)	Tax(€)	Total Price(€) / Year
Hostess Services			
<b>Contract Price(€)</b>			

We undertake, if our Proposal is accepted, to complete the Works within the deadlines and as per the specifications provided by MMPRC. We have examined the RFP and have no reservations to the RFP Documents, including Addenda issued.

We are not insolvent, in receivership, bankrupt or being wound up. Our affairs are not being administered by a court or a judicial officer and our business activities are not being suspended and not the subject of legal proceedings for any of the foregoing.

Until a formal agreement is executed with MMPRC, this Proposal, together with written acceptance thereof and MMPRC’s notification of award, shall constitute a binding contract if we are selected as the Successful Respondent.

*Date:* .....

*Name of the Bidder:* .....

*Signature of the Authorized Person:* .....

*Name of the Authorized Person:* .....

*Company rubber stamp/seal*

.....

## **APPENDIX C PAYMENT TERMS**

As consideration for providing Hostess Services at ITB 2019, Berlin, Germany, the Selected Respondent/Contractor shall be compensated in the manner provided below;

### **1. HOSTESS SERVICES AT ITB 2019**

- 1.1. The amount in Euro (€) equivalent to **15%** of the Total Price quoted for the **Hostess Services** shall be transferred by MMPRC to the Selected Respondent/Contractor, **within 30 days** of signing this Agreement, and,
- 1.2. The amount in Euro (€) equivalent to **35%** of the Total Price quoted for **Hostess Services** shall be transferred by MMPRC to the Selected Respondent/Contractor, after the starting of the fair within 30 working days and,
- 1.3. The remaining **50%** of the Total Price quoted for **Hostess Services** shall be transferred by MMPRC to the Selected Respondent/Contractor, **within 30 days**, of finishing the event.
- 1.4. Any cost which may arise outside of the above quotation shall be borne by the Selected Respondent / Contractor.
- 1.5. Days will start counting after MMPRC receives the invoice from the bidder

### **ADJUSTMENTS**

The Contract Price may only be adjusted by the parties as per the terms and conditions of the Agreement.

**APPENDIX D  
CHECKLIST**

#	Description	Page Number	Remark (✓)
1	<b>CHECKLIST</b>		
1.1	Cover Letter		
1.2	Company Profile		
1.3	Proof of Past Experience		
1.4	Details of budget breakdown ( Contract Fee and Other Costs breakdown)		
1.5	Required documents (Registration and Tax Certificate)		
1.6	Financial Capability		