

RFP Number: (IUL)MMPRC/PRIV/2017/23

REQUEST FOR PROPOSALS (RFP)

**TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT THE MITT FAIR IN
MOSCOW, RUSSIA FOR THE YEAR 2018**

FOR

**MALDIVES MARKETING AND PUBLIC RELATIONS CORPORATION
4th Floor, Velaanaage, Ameer Ahmed, Magu, Male', Maldives**

28th November 2017

REQUEST FOR PROPOSALS

1. TENDER PROCESS SCHEDULE

| # | Event Description | Date |
|---|---|--|
| 1 | DESIGNING AND CONSTRUCTION OF MALDIVES STAND AT THE MITT FAIR, MOSCOW, RUSSIA FOR THE YEAR 2018 | 14 th December 2017, 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 “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 identify a party to design and construct the Maldives Stand at MITT Fair in Moscow, Russia (the “MITT Fair”) for the year 2018. Interested parties are requested to submit a proposal to design the stand and the cost estimated to construct the stand for the year 2018.
- 2.3. The MITT Fair for the year 2018 is to be held at the following location;

| | |
|-------------------|---|
| Name of the Fair | Moscow International Travel & Tourism Exhibition (MITT) |
| Venue | KrasnayaPresnya Exhibition Complex, ZAO Expocentre, Moscow, Russia |
| Stand Size | Maldives Stand Area: 150 SQM Three side open 15 x 10 SQM |
| Dates of the Fair | 13th to 15th March 2018 |

- 2.4. 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.
- 2.5. 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.
- 2.6. A Respondent, including the respective member’s/ 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.

- 2.7. 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.
- 2.8. 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.
- 2.9. 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.
- 2.10. 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
4th Floor, Velaanaage,
Republic of Maldives
Telephone: +960 3323228
procurement@visitmaldives.com

- 2.11. 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. Any Interested Party for this RFP document and meeting the Eligibility Criteria may submit a Proposal.
- 3.1.1. The bidder should have minimum three years of experience in similar field
 - 3.1.2. There should be a detailed breakdown of the price quoted for the project
 - 3.1.3. There should be copies of all the documents stated in this RFP
 - 3.1.4. Sound financial background
- 3.2. Each Respondent can submit a single Proposal (Options may be submitted). 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 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. All measurements shall be expressed in units of the metric system.
- 4.3. Each Proposal shall be accompanied by the following documents; parties that do not provide the requested documents shall be disqualified in the evaluation process:
 - 4.3.1. Completed Cover Letter as provided in Appendix B;
 - 4.3.2. Profile of the Respondent, which shall include the details of organizational capacity, and previous works/awards. A copy of certificate of registration, tax registration shall also be attached. If these certificates are in any other language, should submit an English translation along with the proposal;
 - 4.3.3. Proof of previous works and awards for similar projects shall be provided, including testimonials and contact details for references (at least three clients);
 - 4.3.4. Stand design proposed by the bidder shall be submitted, with detailed layout marking each area and drawing from all angles (aerial, front and side views) as per the specification and scope provided by MMPRC in Appendix A of this RFP; and,
 - 4.3.5. Contract Price, which shall include detailed cost breakdown of designing and construction of the stand for the year. All calculation and costing should be in Euro (€).
 - 4.3.6. Each bidder should submit proof of financial capability by submitting last three-month's bank statement or audited financial statements along with the proposal
- 4.4. The Proposal shall be signed by the authorized signatory of the Respondent.
- 4.5. 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.
- 4.6. The Proposal shall be typed/ written and signed/ initialed in indelible ink.

PROPOSAL TO DESIGN AND CONSTRUCT THE MALDIVES STAND AT MITT FAIR FOR THE YEAR 2018

Maldives Marketing and Public Relations Corporation
4th Floor, Velaanaage, Ameer Ahmed Magu, 20096
Republic of Maldives

Proposal sent from overseas should be emailed to the following email address.
E-mail: procurement@visitmaldives.com and copied to
raalu@visitmaldives.com, 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 RECEIVE

- 6.1. MMPRC will accept those proposals received before the given deadline.
- 6.2. Each bidder should send their proposal via email to the given email addresses in this RFP.
- 6.3. If a minimum of 3 separate Respondents have not submitted Proposal(s) by the Proposal Due Date, the Proposals submitted will be returned and the Tender Process shall be cancelled by MMPRC.

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 be done 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

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

| | |
|----------------------|------------|
| Contract Price | 45 |
| Stand Design | 40 |
| Past Experience | 05 |
| Company Profile | 05 |
| Financial Capability | 05 |
| Total Score | 100 |

8.1.2. **Contract Price:** The Proposal proposing the lowest “Contract Price” shall receive a maximum score of Forty-Five (45), and points will be allocated to other Proposals according to the following formula;

$$\frac{\text{Lowest "Contract Price" among the responsive Proposals}}{\text{"Contract Price" of the Proposal under consideration}} \times 45 = \text{The Score for "Contract Price" of the Proposal Under Consideration}$$

8.1.3. **Stand Design:** The designs will be evaluated, and points will be given to the same, based on the scope and requirements set out in this RFP, and the Proposal with the best design as determined by the evaluation committee shall receive a maximum score of forty (40).

The marks for the stand design will be evaluated based upon the following sub-criteria

- **Attractiveness of the overall Design (8 Marks)**
- **Reflection of the destination in design / (beauty, authenticity and usage of attractive images) (8 Marks)**
- **Creativity (06 Marks)**
- **Meeting all the requirements mentioned in the scope and specification in Appendix A (08 Marks)**
- **Photo Backdrop (A wall or prominent area of the stand that can be used as a photo backdrop. It should also be visible from outside and easily accessible from passing by**

visitors. The purpose of this area is to attract visitors to Maldives stand and take a picture at the Maldives stand and participate in the promotional social media campaign by sharing these pictures on social media. (2marks)

- **Map of Maldives** (There should be a map of Maldives displayed in the stand) (02 Marks)
- **Space Utilization** (06 Marks)

8.1.4. **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 1 st January 2012 onwards | maximum score of 05 |
|--|---------------------|
| No previous projects | 0 |
| Between 1 to 3 projects | 2 |
| Between 4 to 6 projects | 4 |
| More than 6 projects | 5 |

8.1.5. **Company Profile:** Each bidder should submit a Profile of the Company, Company Registration Certificate and Tax Registration Certificate along with the proposal (05 Marks)

8.1.6. **Financial Capability:** Each bidder should submit a proof of their Financial Capability by submitting their last three months Bank Statement or Audited Financial Statements (05 Marks)

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 is the most advantageous to MMPRC (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 most advantageous to MMPRC 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. Main scope of the project is to design a functional stand for Maldives according to MMPRC's requirements (the "Stand"), and Construction of the stand in accordance with the Regulations set by MITT Fair organizers (please check with organizer's official <https://www.mitt.ru/en-GB>)
- 1.2. In addition, the scope of the works shall include;
 - 1.2.1. The construction of the components of the Stand, and the construction of the stand at the site provided to MMPRC by the MITT Fair organizers for the year 2018;
 - 1.2.2. Complete construction of, and handover, the finished Stand on time for the MITT fair, one day prior to the opening date of the fair allowing time for MMPRC officials to arrange materials.
 - 1.2.3. The disassembling of the Maldives Stand at the MITT Fair for the year 2018 upon the handover of the site to the Selected Respondent/Contractor by MMPRC, at the conclusion of the MITT fair for the year.

2. CONCEPT FOR THE DESIGN PROPOSED BY THE BIDDER

- 2.1. Moscow International Travel & Tourism Exhibition (MITT) is Russia's one of the largest and longest running fair in Russia, in which specific days are allocated for trade and consumer visitors. In 2017 23,047 industry professionals from 79 regions visited the exhibition.
- 2.2. The stand concept and design should be presented in a contemporary design to attractively showcase the country's unique tourism product, whilst at the same time inspired by the element of luxury and usage of authentic Maldivian designs representing an Island conceptually.
- 2.3. The concept and design should strongly address the following points;
 - 2.3.1. Attractiveness of the overall Design
 - 2.3.2. Reflection of the destination in design / (beauty, authenticity and usage of attractive images)
 - 2.3.3. Creativity
 - 2.3.4. Meeting all the requirements mentioned in the scope and specification in Appendix A
 - 2.3.5. Photo Backdrop (A wall or prominent area of the stand that can be used as a photo backdrop. It should also be visible from outside and easily accessible from passing by visitors. The purpose of this area is to attract visitors to the Maldives stand and promote Maldives on social media by sharing the photos.)
 - 2.3.6. Map of Maldives (There should be a map of Maldives displayed in the stand)
 - 2.3.7. Space Utilization: The design of the stand should also maximise space utilisation with maximum number of tables and chairs and at the same time the arrangement of tables should give privacy for the co-exhibitors at the stand.

3. STAND REQUIREMENTS

3.1. Stand Space:

- Stand Space should have lockable counters, storage, and cloak room and reception desk. The measurements given in specific areas should meet the criteria. Items with no specific measurements are left for designer's choice. All furniture/equipment requirements are stated under each item.

3.2. Counters

- There has to be lockable counters at the stand with the storing capacity for brochures and bags. However, there should be easy access into the stand from all the sides.
- There should be minimum 25 counters. Counters should be as follows;
 - should be able to display co-exhibitor names on the counters
 - Shall include counter stools
 - Should include plug points in each counter.
 - Should include lockable drawers in each counter.

3.3. Reception

- One reception desk with shelves and two lockable drawers should be included in the design
- Furniture: 2 stool for the receptionists
- Shall include electric plug points

3.4. Storage Room

- A lockable storage should be within the stand to store promotional materials, should accommodate boxes and hand carry trolley luggage.
- Should include Racks to keep brochures, bags and other promotional materials
- Should include electric plug points.

3.5. General Meeting Area

- There should be minimum 6 meeting tables and each table should have 4 chairs.
- Should have electric plug points for each table.

3.6. Displays

- Led Screen 5.5 x 2.4 meters with USB port should be on display facing main entrance of the stand.

3.7. Stand Name

1. Name of the stand should be "Maldives" with the logo (Annex D) which should be visible from all FOUR sides. Extra logo should be hung from the ceiling.

4. ADDITIONAL CONDITIONS AND REQUIREMENTS

4.1. Sufficient amount of lighting (where required) should be used when designing the stand

4.2. Color scheme should reinforce the concept brief

4.3. The design should be conforming to the Maldives Stand concept and Design Requirement and Stand Building Regulations set by MITT Fair organizers (Please check with organizer's official website (<https://www.mitt.ru/en-GB>)

- 4.4. Additional services such as electricity, rigging, Internet connections etc. needs to be ordered by the Selected Party (Contractor) on behalf of MMPRC (with prior approval) and billed to MMPRC
- 4.5. All documentations necessary for stand design approval should be submitted by the Selected Party before the deadline specified by the MITT Fair organizers
- 4.6. The completed stand shall be handed over to MMPRC 1 (one) day before the opening of the exhibition.
- 4.7. Any cost which may arise outside of the above quotation shall be borne by the Selected Party.
- 4.8. It is the duty of the Selected Party to meet specific requirements of the MITT Fair organizers, so that the stand receives due recognition from the organizer and public.

APPENDIX B
COVER LETTER

The Managing Director,
Maldives Marketing and Public Relations Corporation
4th Floor, Velaanaage,
Republic of Maldives

Dear Sir,

Sub: Proposal to design and construct the Maldives Stand at MITT Fair in Moscow, Russia for the year 2018

Having examined all the information provided, we the undersigned offer to design and construct the Maldives Stand at MITT Fair, Moscow, Russia for the year 2018 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 Euro € *(In words)* Euro € *(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 |
|--------------------------|-------------------------|---------|------------------------|
| MITT Fair 2018 | | | |
| Contract Price(€) | | | |

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

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APPENDIX C PAYMENT TERMS

As consideration for the design and construction of the Maldives Stand at the MITT FAIR, the Selected Respondent/Contractor shall be compensated in the manner provided below;

MITT FAIR 2018

2. The amount in Euro equivalent to 15% of the Total Price quoted for **MITT FAIR** shall be transferred by MMPRC to the Selected Respondent/Contractor, signing of this Agreement, within 30 working days and,
3. The amount in Euro equivalent to 35% of the Total Price quoted for **MITT FAIR** shall be transferred by MMPRC to the Selected Respondent/Contractor, after the starting of the stand construction within 30 working days and,
4. Remaining 50% of the Total Price quoted for **MITT FAIR** shall be transferred by MMPRC to the Selected Respondent/Contractor, after the end of the fair within 30 working days and,
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.
- In case the payment for rigging/electricity or any other such advance payments to the organizers, it should be paid by the Selected Respondent/Contractor on behalf of MMPRC and bill it after, which will be reimbursed.

APPENDIX D
MALDIVES LOGO



Малърдивы

...солнечную сторону жизни