

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment and Energy

Male', Republic of Maldives.

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މާލެ، ރިޕުބްލިކް އޮފް ދިވެހިރާއްޖެ.

Date: 29th November 2016

Advertisement number : (IUL)438-ECAS/438/2016/188

TERMS OF REFERENCE

REQUEST TO HIRE A CONFERENCE HALL WITH CATERING SERVICES FOR THE WORKSHOP ON 'BASEL CONVENTION AND FACILTIION OF THE ENTRY INTO FORCE OF THE BAN AMENDMENT' 9- 10 JANUARY 2017

INTRODUCTION

The Ministry of Environment and Energy is planning to organise a national workshop on the 'Basel Convention and facilitation of the entry into force of the Ban Amendment' 9-10 January 2017. The workshop is expected to assist Maldives in meeting reporting obligations under Basel and other similar conventions pertaining to sound management of hazardous wastes and chemicals.

The Ministry of Environment and Energy is seeking **the services of an organization/ business entity to hire a venue and catering services** for the above mentioned workshop

SCOPE OF WORK

The scope of works are outlined in the table below;

	Description	Nos
1	Arrange Conference Hall from 09 to 10 th January 2017 (Flower Bouquet for day 1 opening ceremony , WIFI Internet Access to all participants, PA System, Wireless handled/ lap micro phones, Multimedia Data Projector, (Digital Audio Recording) – Full Day from Morning to Evening	01
2	Water Bottle(glass bottle/reusable bottle) on each day during conference	40 participants
3	2 Coffee Breaks during the workshop	40 participants
4	Lunch (Water and Soft Drinks to be included)	40 People

**The bid should include the detailed menu of servings for all meals*



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

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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 delivering event services and relevant reference letters.	20
Catering and Workshop facilities	<ul style="list-style-type: none">• Requirements as stated in the Scope of Work	40
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 undertaken by the company),
- (6) Others

PRE BID MEETING

Pre-bid meeting will be held at the Ministry of Environment and Energy on 05th December 2016 at 10:00am.

***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 all applicable taxes ,tax quoted separately if applicable, with the GST registration certificate for verification) and all the documents described in the advertisement to the address below on 08th December 2016 at 10:00 am.

Bids will be opened in the presence of the bidders' representatives at the address below on 08th December 2016 at 10:00 am.

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,
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Male', Republic of Maldives
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