



Date: 16 July 2017

Advertisement number : (IUL)438-ENV/438/2017/137

TERMS OF REFERENCE

**REQUEST TO PREPARATION AND ARRANGEMENT OF CONFERENCE HALL
WITH CATERING FOR THE OZONE2CLIMATE TECHNOLOGY EXPO AND
INDUSTRY ROUNDTABLE , 14-16 AGUST 2017**

INTRODUCTION

The Ministry of Environment and Energy are organizing an Ozone2Climate Technology Expo along with an Industry Roundtable from August 14-16. The main objectives of these events are to outreach and showcase the available ozone and climate-friendly RAC technology in the market.

The Ministry of Environment and Energy is seeking **the services of an organization/ business entity to prepare and arrange the venue and catering arrangements** for the Ozone2Climate Technology Expo and Industry Roundtable

SCOPE OF WORK

The scope of works is as tabulated below:

OZONE2CLIMATE TECHNOLOGY EXPO 14-16 AUGUST 2017

DELIVERABLES

Opening Ceremony			
Date : 14 th August 2017 (DAY1), Time: 09:00 – 10:00			
Venue: Faashana Malaam			
No:	Item	Description	Units
1	Backdrop Banner	With Stand	1
2	Podium	With Microphone	1
3	Wireless Microphone (handheld)	For the Master of Ceremony	1
4	Sound System	For a cinematic style seating arrangement of 100 pax	
5	Seating arrangements	Chairs	80
<i>*As described in the drawing</i>			
<i>*Banner will be provided</i>			





Ozone2Climate Expo (Venue Arrangement)
Date : 14th August 2017 (DAY1) & 15th August 2017 (DAY2)
Venue: Rannabandeyri Maalan

No:	Item	Description	Units
1	Stall	Stall Size 9sqm	15
2	Table	With skirting (for each stall)	1
3	Chair	For each stall	2
4	Electrical Point	For each stall	2
5	Ribbon Cutting	Facilitation for the ceremony for Day 1, Time 1000	

Fisheries Meeting (Seating Arrangement and AV Setup)
Date : 14th August 2017 (DAY1), Time: 1015- 1300
Venue: Faashanaa Maalan

No:	Item	Description	Units
1	Seating Arrangement	Conference Style (as illustrated in the drawing)	25
2	Microphone System	Conference Style	6
3	Microphone	Wireless (handheld)	3
4	Multimedia projector	1200 Lumens or higher	1
5	HD backlit Screen	8 X 6 ft	1
6	Water	Served in glass *should not use plastic bottles	25
7	Podium		1

Building Sector (Seating Arrangement and AV Setup)
Date : 14th August 2017 (DAY1), Time: 1400 - 1600
Venue: Dhoshimeynaa Maalan

No:	Item	Description	Units
1	Seating Arrangement	SA1 Conference Style (as illustrated in the drawing SA1)	25
2	Microphone System	Conference Style	6
3	Microphone	Wireless (handheld)	3
4	Multimedia projector	1200 Lumens or higher	1
5	HD backlit Screen	8 X 6 ft	1
6	Water	Served in glass *should not use plastic bottles	25
7	Podium		1

Importers Meeting (Seating Arrangement and AV Setup)
Date : 15th August 2017 (DAY2), Time: 0900 - 1230
Venue: Dhoshimeynaa Maalan

No:	Item	Description	Units
1	Seating Arrangement	SA1 Conference Style (as illustrated in the drawing SA1)	25



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2	Microphone System	Conference Style	6
3	Microphone	Wireless (handheld)	3
4	Multimedia projector	1200 Lumens or higher	1
5	HD backlit Screen	8 X 6 ft	1
6	Water	Served in glass *should not use plastic bottles	25
7	Podium		1

High Level Policy Dialogue (Seating Arrangement and AV Setup)

Date : 15th August 2017 (DAY2), Time: 1300 - 1400

Venue: Hakuraa Maalan

No:	Item	Description	Units
1	Seating Arrangement	SA2 Conference Style (as illustrated in the drawing)	20
2	Microphone System	Conference Style	6
3	Microphone	Wireless (handheld)	3
4	Multimedia projector	1200 Lumens or higher	1
5	HD backlit Screen	8 X 6 ft	1
6	Water	Served in glass *should not use plastic bottles	25
7	Podium		1

Refreshments

Date : 14th August 2017 (DAY1), Time: 1015- 1030

Venue: Faashanaa Maalan

Pax: 150

No:	Item	Description	Potion
1	Coffee		
2	Tea		
3	Water	Served in glass *should not use plastic bottles	
4	Vegetable Pastry		1
5	Pastry	Chicken/fish/Beef (any 2)	2
6	Shorteats	2 types	2
7	Cake	(Chocolate/Butter/Vanilla/Strawberry/etc)	1
8	Nuts and Mouth refreshments		

Morning Tea

Date : 15th August 2017 (DAY2), Time: Morning

Venue: Faashanaa Maalan

Pax: 100

No:	Item	Description	Potion
1	Coffee		
2	Tea		
3	Water	Served in glass *should not use plastic bottles	
4	Vegetable Pastry		1



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5	Pastry	Chicken/fish/Beef (any 2)	2
6	Shorteats	2 types	2
7	Cake	(Chocolate/Butter/Vanilla/Strawberry/etc)	1
8	Nuts and Mouth refreshments		
*			

Lunch

Date : 14th & 15th August 2017 (DAY1, 2), Time: Afternoon

Venue: Faashanaa Maalan

Pax: 100

No:	Item	Description	Potion
1	Side dish	Beef/Chicken/Tuna (any 2)	2
2	Vegetarian Side Dish		Minimum 1
3	Curry/Gravy		1
4	Rice		Minimum 1
5	Pasta		1
6	Cake	Buttercake/Chocolate/etc	1
7	Desert		1
8	Fruits		1
9	Juice		
10	Soft Drinks		
11	Water		
12	Table and Seating		

**Prefer to have different varieties in each day*

Evening Tea

Date : 14th & 15th August (Day 1 & Day 2), Time: 1600

Venue: Faashanaa Maalan

Pax: 100

No:	Item	Description	Potion
1	Coffee		
2	Tea		
3	Water	Served in glass <i>*should not use plastic bottles</i>	
4	Vegetable Pastry		1
5	Pastry	Chicken/fish/Beef (any 2)	2
6	Shorteats	2 types	2
7	Cake	(Chocolate/Butter/Vanilla/Strawberry/etc)	1
8	Nuts and Mouth refreshments		

**Prefer to have different varieties in each day*

**Water, Coffee and Tea should be made available throughout the event*



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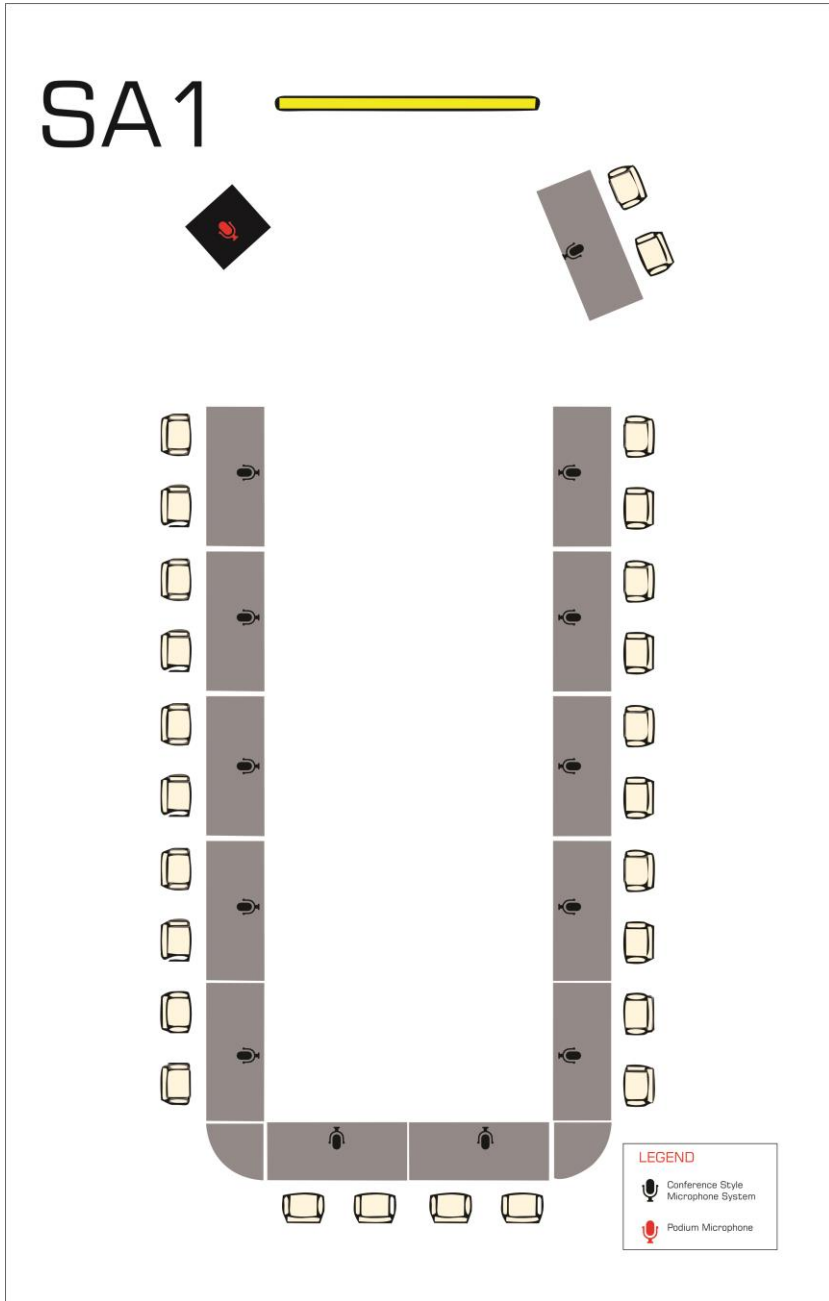
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Appendix

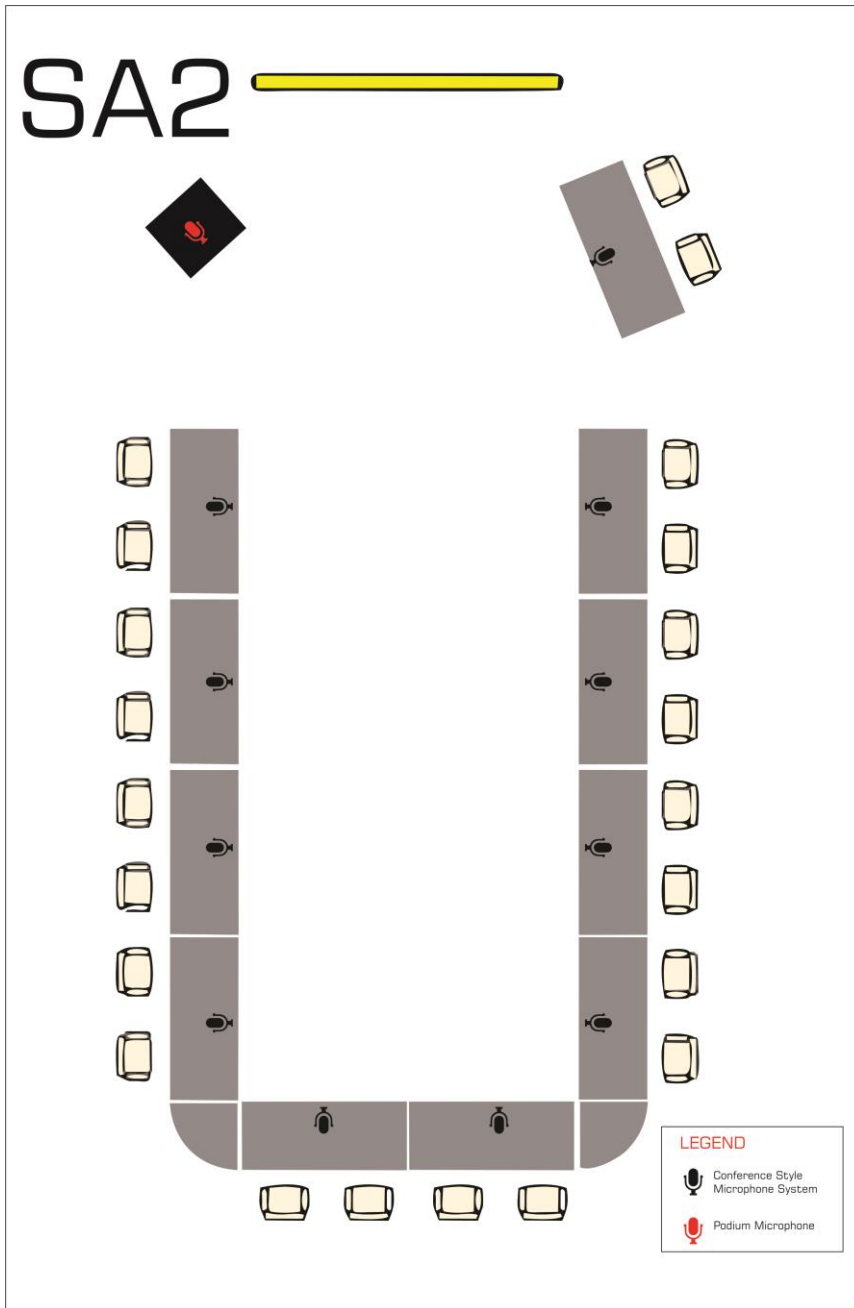


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Evaluation Criteria

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 such events that have been conducted after Jan 2013 to date, and relevant reference letters. ○ For each experience with reference letter – (5 marks) 	30



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Catering	• Requirements as stated in the Scope of Work	30
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 done by the company from January 2013 to date will be considered during evaluation, works done before that will not be considered),
- (6) Others

BID OPENING

Interested parties should submit their Quotations (Bill of Quantities inclusive of GST price quoted separately if applicable, with the GST registration certificate for verification) and all the documents described in the advertisement to the address below on 23rd July 2017 at 1130 hours.

Bids will be opened in the presence of the bidders' representatives at the address below on 23rd July 2017 at 1130 hours.

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,
Handhuvaree Hingun, Maafannu
Male', Republic of Maldives
Tel: +960 3018431 Fax: +960 3018301
E-mail: procurement@environment.gov.mv
Web site: <http://www.environment.gov.mv>

