



އިދާރާތަކުރިމާލު

ޖުމްހޫރިއްޔާގެ ސަރުކާރުގެ ނިންމުމެއްގައި 2017 ވަނަ އަހަރުގެ 23 ވަނަ ދުވަހުގެ 11:30 ގައި ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.

މި ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ. 2017 ވަނަ އަހަރުގެ 23 ވަނަ ދުވަހުގެ 11:30 ގައި ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.

މި ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ. 2017 ވަނަ އަހަރުގެ 23 ވަނަ ދުވަހުގެ 11:30 ގައި ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.

ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.

ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.

ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.

މި ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ. 20392 ގައި ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.

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ފޯމް:

- ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ. 20392 ގައި ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.
- ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ. 20392 ގައި ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.
- ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވާން ބޭނުންވާ ފަރާތްތަކަށް ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ. 20392 ގައި ބަނޑުލައިގެ ނިންމުމެއްގައި ބައިވެރިވުމަށް ފޮތް ދަންނަވާނެއެވެ.





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Date: 18th July 2017

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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 (banner size: 20 ft X 10 ft) | 1 |
| 2 | Podium | With Microphone | 1 |
| 3 | Wireless Microphone (handheld) | For the Master of Ceremony | 1 |



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| | | | |
|--------------------------|----------------------|--|----|
| 4 | Sound System | For a cinematic style seating arrangement of 100 pax | |
| 5 | Seating arrangements | Chairs *As described in the drawing | 80 |
| *Banner will be provided | | | |

| Ozone2Climate Expo (Venue Arrangement) Date : 14 th August 2017 (DAY1) & 15 th 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 : 14 th August 2017 (DAY1), Time: 1015- 1300 Venue: Faashanaa Maalan | | | |
|--|----------------------|--|-------|
| No: | Item | Description | Units |
| 1 | Seating Arrangement | 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 |



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މާލެ، 20392، ރިޕުބްލިކް އޮފް ދިވެހިރާއްޖެ.

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މިއަހަރުގެ ޖުލައި 14 ވަނަ ދުވަހުގައި ބޭއްވި ބައްލަވާލެވިފައިވާ ސަރުކާރުގެ ބިނާއިން

| 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 |

| 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 |



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| High Level Policy Dialogue (Seating Arrangement and AV Setup) | | | |
|---|----------------------|---|-------|
| Date : 15 th 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 <i>*should not use plastic bottles</i> | 25 |
| 7 | Podium | | 1 |

| Refreshments | | | |
|--|-----------------------------|---|--------|
| Date : 14 th August 2017 (DAY1), Time: 1015- 1030 | | | |
| Venue: Faashanaa Maalan | | | |
| Pax: 150 | | | |
| 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 | | |





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| No: | Item | Description | Potion |
|---|-----------------------------|---|--------|
| Morning Tea | | | |
| Date : 15 th August 2017 (DAY2), Time: Morning | | | |
| Venue: Faashanaa Maalan | | | |
| Pax: 100 | | | |
| 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 | | |
| * | | | |

| No: | Item | Description | Potion |
|---|----------------------|---------------------------|-----------|
| Lunch | | | |
| Date : 14 th & 15 th August 2017 (DAY1, 2), Time: Afternoon | | | |
| Venue: Faashanaa Maalan | | | |
| Pax: 100 | | | |
| 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 | | | |



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ބޭނުންކުރާ ފަރާތްތަކުން ބޭނުންކުރާ ގޮތް.

| Evening Tea | | | |
|---|-----------------------------|--|--------|
| Date : 14 th & 15 th 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 *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 | | |

*Prefer to have different varieties in each day

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



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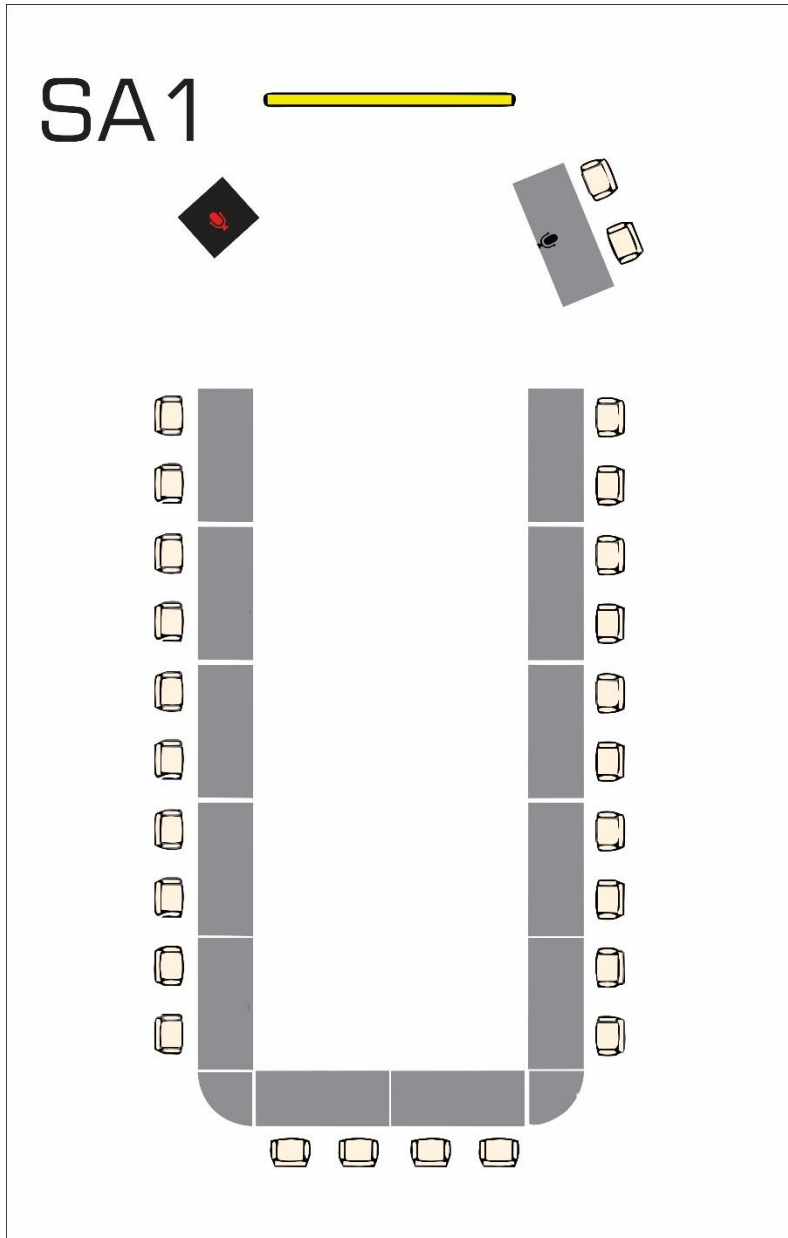
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Ministry of Environment and Energy
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Appendix



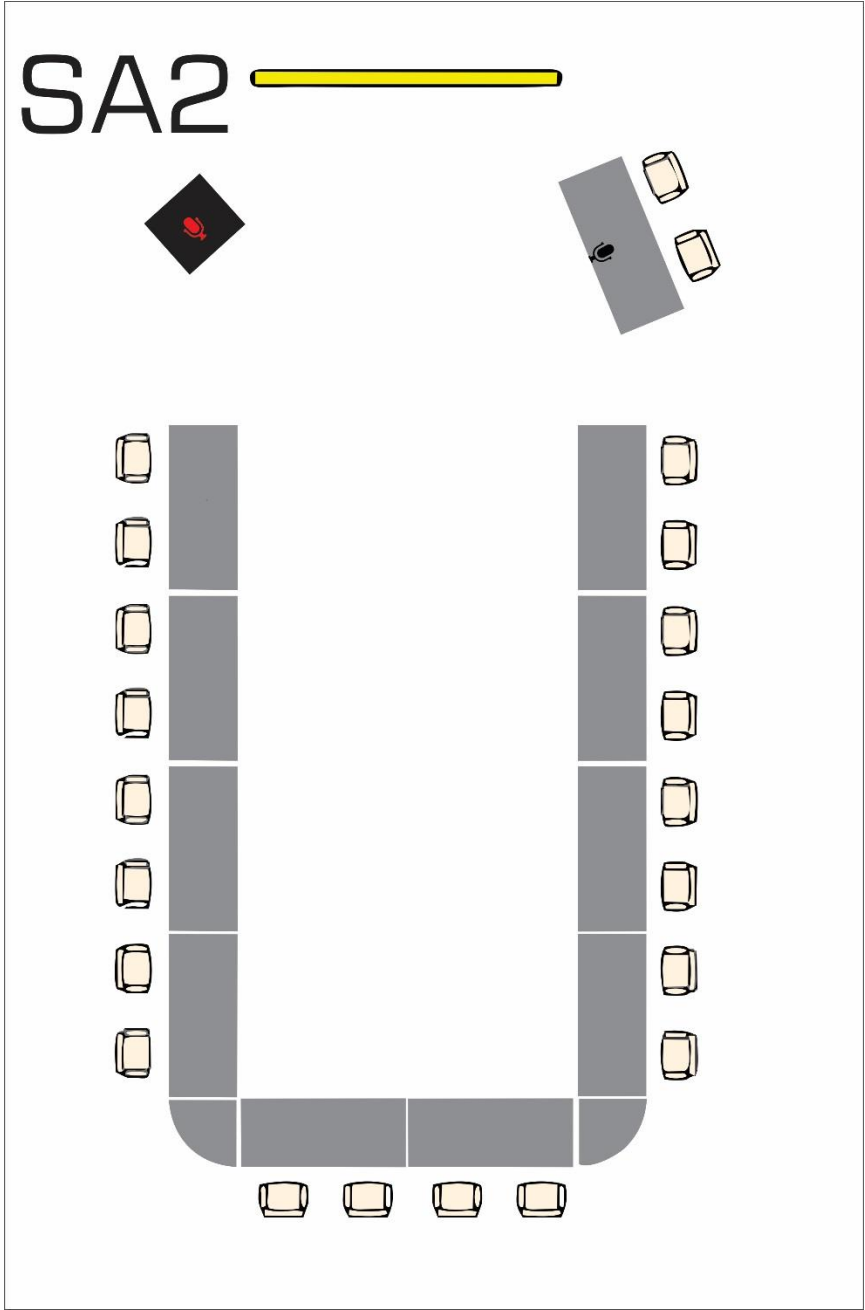
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Ministry of Environment and Energy

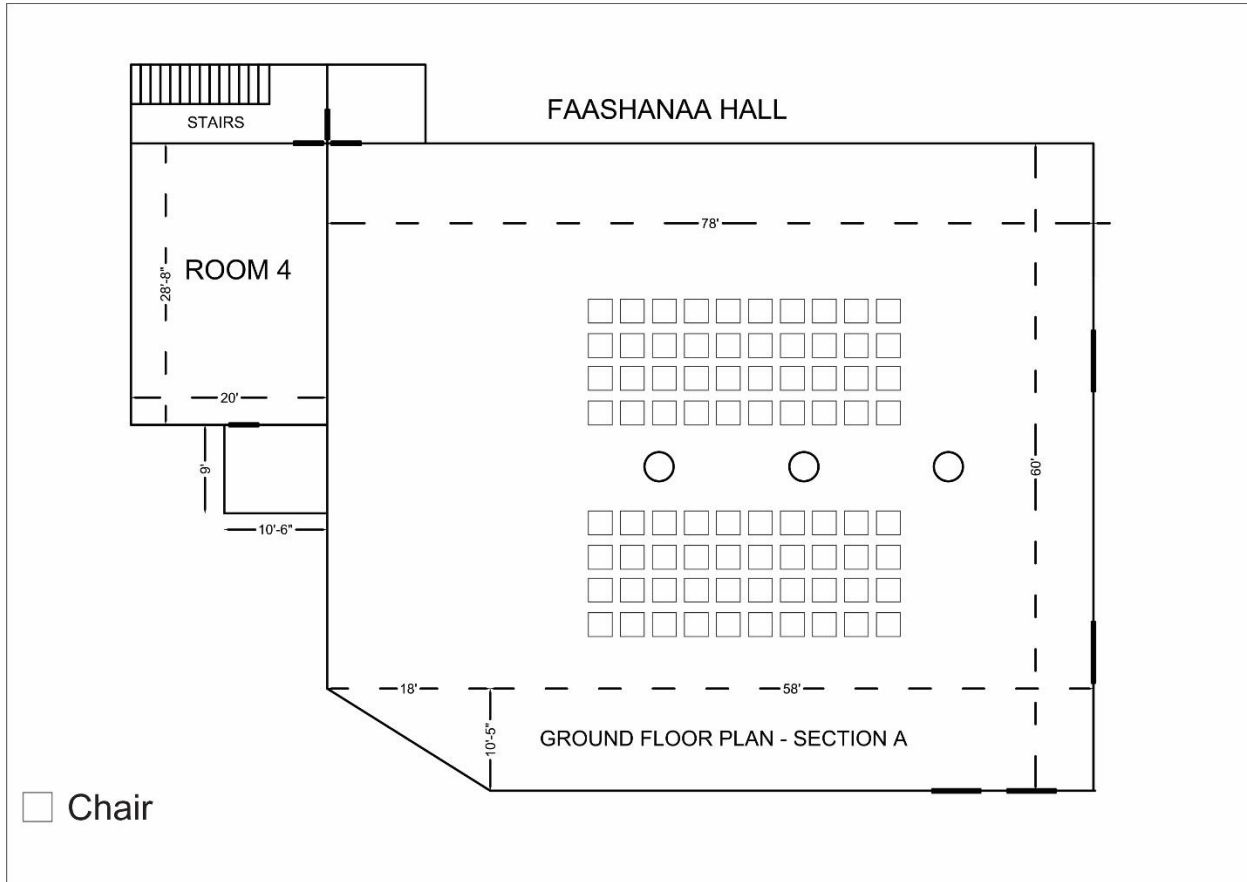
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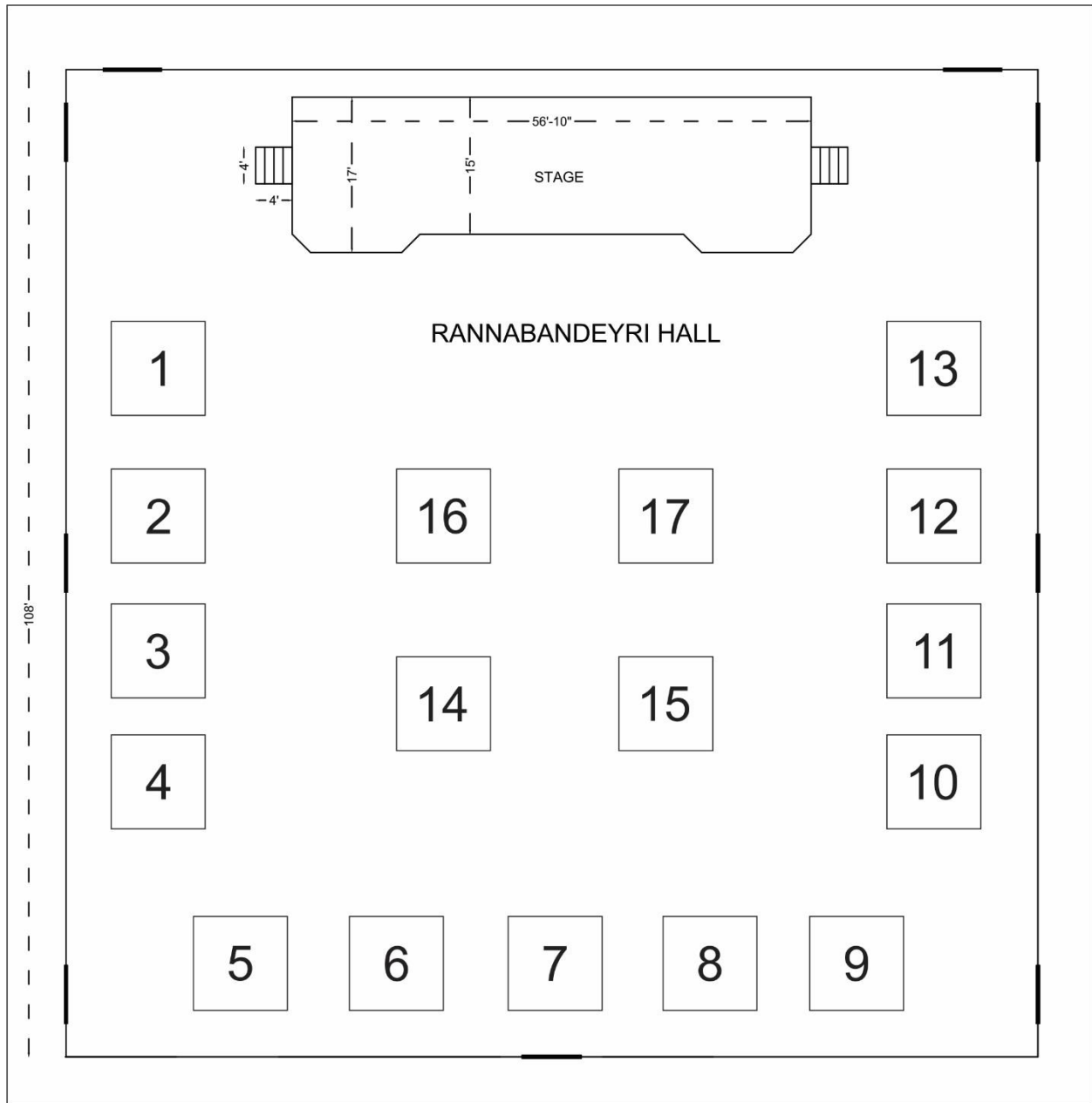


Opening Set





Stall Arrangement





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Evaluation Criteria

| Category | Description | Marks |
|-------------------------|---|-------------|
| Company/Firm experience | <ul style="list-style-type: none">ProfileExperience 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 |
| Catering | <ul style="list-style-type: none">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,





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(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.

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