

INFORMATION SHEET **RENTING OFFICE SPACE**

1) BACKGROUND:

Maldives Marketing and Public Relations Corporation (MMPRC) is looking for a party to rent a space for office setup as per the requirements of MMPRC.

2) REQUIREMENTS:

- i. Area/ Floor size in Sq Ft. (2,500 to 3,000 SQFT)
- ii. Identity Card of the Owner & proof document. (Premises Registry).
- iii. If the building is owned by a company, should submit company registration certificate along with GST certificate.
- iv. High marks will be given to space from Prime Location
- v. Easy Access to the building
- vi. Before the space is handed over it should be cleaned and painted.
- vii. All parties should submit relevant and valid documents to support the above criteria.

3) GUIDELINES FOR SUBMISSION OF PROPOSALS:

- i. Each submission should include the following:

- i) **If it is from a company, Company Profile, Registration Certificate, Building Registration Certificate and Tax Registration Certificate:**

A company profile with details of organizational capacity and previous works/awards should be submitted along with the bids. In addition to these documents, a copy of company registration certificate, building registration certificate and tax registration certificate should also be submitted.



ii) If it is from an individual party, CV, Building Registration Certificate and Tax Registration Certificate:

An individual party should submit these documents, a copy of Curriculum Vitae, Identity Card, building registration certificate and tax registration certificate should also be submitted.

iii) Budget

Submit your proposals along with proposed budget in details for the project. Proposal should also include a suggested payment schedule and the rationale/deliverables behind it.

Marks will not be awarded for respective categories for the bids that are received with incomplete information.

4) EVALUATION CRITERIA:

i. BUDGET (40 MARKS):

- i) Monthly Price (30 marks)
- ii) Advance Payment (10 marks)

ii. LOCATION (30 MARKS):

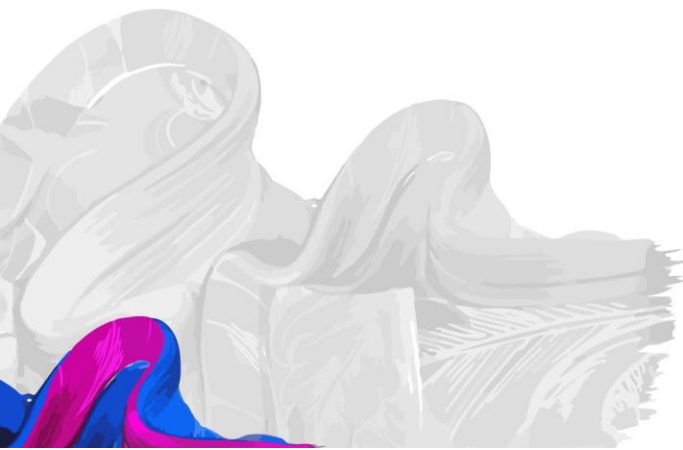
- i) Maximum marks will be awarded for prime locations

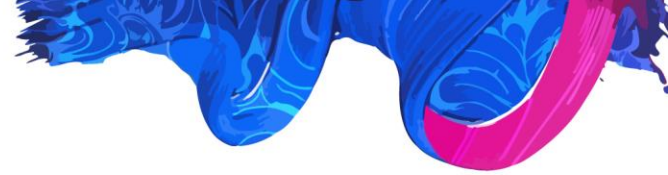
iii. SIZE (15 MARKS):

- i) Marks will be awarded on pro rata basis.

iv. FACILITIES (10 MARKS)

- i) Minimum two separate toilets
- ii) Availability of Lift/Service Lift
- iii) Balcony space
- iv) Security System such as CCTV, etc





v. **DURATION (5 MARKS)**

- i) Prefer short terms renting (3 to 5 years)

5) **REQUIRED DOCUMENTS**

- i. Copy of Building Registration Certificate along with Owner's National Identity Card copy or Company Registration Certificate along with Tax Registration Certificate
- ii. Floor Plan of the building or floor
- iii. If the bidder is subletting the building or floor, letter of permission from the owner shall be submitted
- iv. Details of the available facilities of the building
- v. Cost Breakdown

6) **SUBMISSION DETAILS:**

All proposals should be submitted on 26th March 2019 at 1030 hours. Proposals must be a hard copy in an envelope properly sealed, labeled and addressed to:

“PROPOSAL FOR RENTING OFFICE SPACE”

Maldives Marketing & Public Relations Corporation
1st Floor, (Former Prosecutor General Office Building) Male', 20040, Rep. of
Maldives

7) **QUESTIONS:**

For any inquiries please contact directed to Mr. Ibrahim Asim, Director at ib@visitmaldives.com or by phone +960 3323228

The deadline for questions is March 25, 2019, 15:15 hours.

