



MINISTRY OF TOURISM  
REPUBLIC OF MALDIVES

## Information Sheet

### Video Clip Production for 5th Tourism Master Plan Launching

1. **Announcement Number:** (IUL)88-ADHR/88/2022/94

2. **Announcement Date:** 05<sup>th</sup> December 2022

#### 3. **Project**

Hiring a party / vendor for the production of a 5 minute video clip for the launching ceremony of the 5<sup>th</sup> Tourism Master Plan.

#### 4. **Purpose**

The purpose of this bid is to invite interested vendors to submit proposals for the production of a video clip for the launching ceremony of the 5<sup>th</sup> Tourism Master Plan as per the requirements specified.

#### 5. **Description**

The selected party is required to work with the Ministry of Tourism to produce a video for the launching ceremony of the 5<sup>th</sup> Tourism Master Plan. The selected party shall create the theme, content, and carry out the editing and post production of the video upon consultation and finalization with the Ministry.

#### 6. **Timeframe**

All project activities will commence once the agreement is signed. The work should be completed and submitted to ministry within the proposed duration.

#### 7. **Deliverables**

7.1. The Ministry will work with selected party in finalizing the theme and storyboard for the video. The video story board will include but is not limited to below elements.

- How tourism was introduced and how the early developments took place.



- Previous Tourism master plans and its duration , challenges highlighted and main objectives.
- Preparation work and objectives including goals of 5<sup>th</sup> Tourism Masterplan
- Beginning of Tourism
- Island community life
- Local culture, food, and activities
- Smiles and Maldivian hospitality
- Underwater
- Bioluminescence planktons (Redhan)
- Surfing (watersports)
- Wetlands and eco-tourism
- Local entertainment (boduberu, bandiya etc)
- MICE tourism
- Maldives as destination for film making
- Sports tourism
- UNESCO biosphere
- Accessible tourism

7.2. Very short video clips from tourism key industry stakeholders about:

- What they like about 5<sup>th</sup> Tourism Master plan
  - o Local island inhabitant
  - o Tourism pioneer
  - o National Hotels & Guesthouse Association of Maldives
  - o Maldives Association of Tourism Industry
  - o Local employee in tourism sector



- 7.3. The audio of the video must be in Dhivehi and subtitled in English
- 7.4. The footages used in the video should be owned by the contractor or must be new footages taken for the purpose of this assignment
- 7.5. The video shall be fully produced, edited, and delivered as per the schedule
- 7.6. Contractor will collaborate with and arrange for reviews and approvals with Ministry of Tourism for the concept development, rough cut, and final cut of the videos.
- 7.7. Contractor will provide professional video production and will use professional grade editing applications such as Adobe Premiere or Final Cut Pro and After Effects.

## 8. Contractor Travel

The contractor identified for this work assignment bears the cost of transportation and accommodation expense, for the production of this video.

## 9. Payment

The Ministry of Tourism shall make the payment in full upon submission of the final video to the Ministry

## 10. Eligible Tenderers

A Tenderer may be a person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.

## 11. Submission of Tenders

- **Venue:** Ministry of Tourism, 5<sup>th</sup> Floor, Velanaage, Male'
- **Date:** Wednesday, 14<sup>th</sup> December 2022
- **Time:** 1000 hrs.

Proposals that are received by the Ministry of Tourism after the deadline indicated above, for whatever reason, shall not be considered for evaluation.



## **12. Cost of Tendering**

The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Ministry of Tourism shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## **13. Language of Tender**

The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Ministry of Tourism, shall be written in English or Dhivehi Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Dhivehi, in which case, for purposes of interpretation of the Tender, such translation shall govern.

## **14. Documents Comprising the Tender (Submission Documents)**

- Bid Submission Form/Bidding Document (Annex 1)
- Profile of the Tenderer
- Quotation
- Copy of Registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society
- Copy of GST Registration Certificate (If registered)
- SME Registration Copy
- Tax Clearance Certificate issued by MIRA (Issued within the last 3 months)
- Past and similar experiences: Reference letters from previous customers/clients reflecting the nature of the projects implemented and the role of the company.
- Videos created / produced by the tenderer
- If the project value is above MVR 500,000.00, a bid security of MVR 5000 should be submitted.

## **15. Deadline for Submission of Tenders**



Tenders must be received by the Ministry of Tourism at the mentioned address and no later than the date and time clause 11 of this document.

## 16. Evaluation

The tender evaluations will be carried out as per the evaluation criteria stated in the below table. No other evaluation criteria or methodologies shall be permitted.

Area	Details	Marks
Total Price	Higher marks will be awarded on smallest price	40
Duration	Higher marks will be awarded on shortest duration	25
Quality	Marks will be given for the quality and creativity of the videos produced by the tenderer. Videos created in the past must be submitted to get marks for this category.	20
Past work and similar experiences	Minimum 5 reference letters of similar projects undertaken. This reference letter should include the name of the project along with the contact details for reference. Marks will be awarded based on the relatedness of the works mentioned in the letter as per MoT requirements. 3 marks will be awarded per letter.	15

## 17. Focal point from ministry

For any clarifications on the project, tender documents or scope of work, please contact the following on or before Monday, 11<sup>th</sup> December 2022 1400 hrs. (Local time)

Mr. Ali Shinan

Tel: 302-2266

Email: [ali.shinan@tourism.gov.mv](mailto:ali.shinan@tourism.gov.mv)

[planning@tourism.gov.mv](mailto:planning@tourism.gov.mv)

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