



Maldives Marketing and Public Relations Corporations
Republic of Maldives

Information Sheet

To hire an Event Management Company for Visit Maldives Storytellers' Conference 2023

09th April 2023

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/1/2023/21
1.2	Announcement Date:	09 th April 2023
1.3	Project:	To hire an Event Management Company for Visit Maldives Storytellers' Conference 2023
1.4	Information Session	17 th April 2023, at 1100 hrs
1.5	Submission Deadline (Date & Time)	27 th April 2023, at 1100 hrs
1.6	Bid Addressed to	Hassan Shaheel General Manager, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 4th Floor, Boduthakurufaanu Magu, Male' Republic of Maldives
2.	Procedure of Tendering	
2.1	Introduction to Bidders	The Tenderer must be a sole proprietor, private entity, a registered company 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.
2.2	Registration of Tenderers:	Registration will take place at the pre-bid meeting. Only the Tenderers who attend the pre-bid meeting will be registered and eligible to submit the bid.
2.3	Pre-bid meeting:	Pre-bid meeting will take place at; Venue: Maldives Marketing & Public Relations Corporation 4th Floor, H. Zonaria, Male Date: 17 th April 2023 Time: 1100 hrs.
2.4	Clarifications of Bidding document, Scope of work:	

	<p>All clarifications must be addressed on or before 20th April 2023, before 1100hrs, through email (procurement@visitmaldives.com)</p> <p>Unless specifically stated otherwise in this information sheet, all queries and communications in respect to the information sheet or the Tender Process shall be addressed by any Respondent to MMPRC, by e-mail.</p>
2.5	<p>Submission of Tenders:</p> <p>Submission of tenders will take place at: Venue: Maldives Marketing & Public Relations Corporation, 4th Floor, H. Zonaria, Male’ Date: 27th April 2023 Time: 1100 hrs.</p>
2.6	<p>Late Tender:</p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 2.5. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
2.7	<p>Amendments to Tender Documents:</p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.8	<p>This Information sheet and all the entities participating in the Bid Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts in Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the information sheet, Bid Process or any other aspect in relation thereto.</p>
3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal (options may be submitted).

3.2	All documents submitted should be clear.
3.3	<p>Cost of Tendering:</p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.4	<p>Language of Tender:</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, 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.</p>
3.5	<p>Documents Comprising the Tender:</p> <ol style="list-style-type: none"> 1. Quotation <ol style="list-style-type: none"> 1.1 Quotation must contain the following. 1.2 Price breakdown (The prices shall be quoted inclusive of GST if applicable.) 1.3 Authorized signatory and Company stamp with name and designation of the signatory 1.4 Validity of 90 days from date of submission (if validity is not mentioned in the quotation, it will be considered as valid for 90 days) 1.5 All calculations and costing should be in Maldivian Rufiyaa. 1.6 Tender proposal <u>will be disqualified</u> if the document is not submitted or if the document is not as per the information sheet. 1.7 Cost breakdown to be submitted as in Annex 03. 2. Copy of a valid Registration Certificate of Sole Proprietorship / Partnership /Company / Corporative Society <ol style="list-style-type: none"> 2.1 A Tenderer may be a sole proprietor, private entity, a registered company 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. 2.2 The tender proposal <u>will be disqualified</u> if the registration document is not submitted.

3. Profile of the Tenderer

Must include the following;

3.1 Nature of Work. Should include the services offered by the tenderer

3.2 Capacity (Number of staff, Number of years in service and list of similar projects undertaken during the past 5 years from the date of this announcement **with contact details of the clients**).

3.3 Tender proposal **will be disqualified** if the document is not submitted. **Marks will be deducted** if the document is not as per the information sheet.

4. Copy of GST Registration Document and Tax Clearance Document issued by MIRA

4.1 The Tax Clearance Document should be a recent certificate (**not earlier than 1 month from the date of this announcement.**)

4.2 The tenderer should not have any dues that needs to be paid to MIRA or the Tenderer should be paying debts owed to MIRA in accordance with an agreed payment schedule (should not be in default).

4.3 In case if the bidder is **not eligible** for GST registration, **this should be clearly stated** in the quotation submitted with the proposal.

4.4 Tender proposal **will be disqualified** if the document is not submitted with the Tender or if the document is not as per the information sheet.

5. Proposed Team & Expertise

5.1 Project leader with 2 years of experience.

5.2 CV of the project leader.

5.3 List of focal point for each task (contact details should be provided)

5.4 Marks **will be deducted** if the document is not submitted or if the information provided is not as per the RFP.

5.5 Team leader and focal points to be submitted as in Annex 04

6. Concept and Theme

6.1 The Tenderer must submit mockup designs as per the Section 2.

6.2 Tender proposal **will be disqualified** if the documents are not submitted as per this information sheet.

	<p>6.3 Concept and Theme to be submitted as in Annex 04.</p> <p>7. Past Experience Letters</p> <p>8.1 Must submit Letters of similar projects undertaken within the past 5 years from the date of this announcement.</p> <p>8.2 The Past Experience letter should include the name/ details of the project along with the contact details for reference.</p> <p>8.3 Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender or if there is no past experience in similar projects.</p> <p>8.4 Marks <u>will be deducted</u> if they have worked with MMPRC and their performance was not satisfactory.</p> <p>8.5 E-mails, Work order forms, agreements or award letters <u>will not be considered.</u></p>
3.6	<p>Work Completion Requirement:</p> <p>a) Work should be completed as per the scope of work within 20 days upon signing the agreement.</p>
3.7	<p>Period of Validity of Tender:</p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.8	<p>Bid Security</p> <p>If the bid value is more than MVR 2,000,000.00 (Two Million), a bid security must be provided by the Bidder, when submitting the Tender.</p> <p>All bidders should submit a Bid Security of 15% of the proposed bid value.</p> <ul style="list-style-type: none"> • Bid security shall be valid for period of 4 weeks beyond the validity period of the bid. • The Bid security shall be in the form of a Bank Guarantee, from a Bank or from an Insurance company based in Maldives. • The bid security will be returned to:

	<p>Successful bidder - upon receipt of performance security</p> <p>Unsuccessful bidders - upon award of the contract to the successful bidder</p>
3.9	<p>Performance Security:</p> <p>If the project value is more than MVR 2,000,000.00 (Two Million), the successful bidder will be required to provide the performance security within twenty-one (21) days of receipt of the notification of award/letter of acceptance. Successful bidder should provide a 15% of proposed bid value as a performance security.</p> <p>The performance security is to ensure that the supplier or contractor fulfils its obligations under the contract and is intended to protect the MMPRC against default on the part of the supplier or contractor.</p> <p>The performance security will be released once the project is completed as per the agreement.</p>
3.10	<p>Format of Signing of Tender:</p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.5, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.10, shall be clearly marked “Alternative”.</p>
3.11	<p>Alternative Tenders:</p> <p>It is permitted to submit Alternative Tenders. Alternative tender should also be as per the scope of work.</p>
3.12	<p>Conflict of Interest:</p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or

	<p>influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or</p> <p>(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or</p> <p>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</p> <p>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</p>
3.13	The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid.
3.14	<p>Authorization:</p> <p>(a) The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	Submission and Opening of Tenders
4.1	<p>Deadline for Submission of Tenders:</p> <p>(a) Tenders must be received by MMPRC physically at the address and no later than the date and time in clause 1.5 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
5.	Disqualification
	<p>MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;</p> <p>a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.5) in accordance with this RFP;</p>

	<ul style="list-style-type: none"> b) If the submitted proposal of the tenderer fails to meet the requirements as mentioned in the scope of work c) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information d) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC e) Any Proposal that is received after the Proposal Due Date f) Pending, active, or previous legal action by/ against a Tenderer /Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or g) If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or MMPRC h) If Tenderer is found to be engaged in corrupt or fraudulent practices in the preparation or lodgment of a Bid.
6.	Evaluation
6.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria shall be permitted.
6.2	To assist in the examination, evaluation, and comparison of Bids, MMPRC may, at its discretion, ask any Tenderer for clarification of its Bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Bids.
6.3	From the Bid Due Date until the issue of the Letter of Award, if any Tenderer wishes to contact MMPRC on any matter related to the Bid or the Bid Process, it should be done in writing.
6.4	Any effort on the part of the Tenderers to influence MMPRC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Tenderer's Bid.
7.	Advance Payment and Advance Payment Guarantee (Not applicable)
8.	Award of Contract
8.1	MMPRC will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive and has the highest score (the "Selected Respondent").

8.2	The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent’s address, or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.										
8.3	If the Selected Respondent fails to sign the Letter of Award and the Agreement within the given period, MMPRC shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents or annul the Tender Process.										
8.4	MMPRC reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for MMPRC’s action.										
9.	Payment Terms										
9.1	<p>As consideration for the proposal for the project to hire a party for Branding, the Selected Respondent/Bidder shall be compensated in the manner provided below.</p> <p>(a) Advance payment will be paid as follows:</p> <table border="1" data-bbox="342 1024 1455 1230"> <thead> <tr> <th data-bbox="342 1024 878 1066">Project Value (MVR)</th> <th data-bbox="878 1024 1455 1066">Amount of Advance Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 1066 878 1108">Less than 150,000</td> <td data-bbox="878 1066 1455 1108">-</td> </tr> <tr> <td data-bbox="342 1108 878 1150">Between 150,000 and 310,000</td> <td data-bbox="878 1108 1455 1150">15% of the total project value</td> </tr> <tr> <td data-bbox="342 1150 878 1192">Between 310,001 and 500,000</td> <td data-bbox="878 1150 1455 1192">35% of the total project value</td> </tr> <tr> <td data-bbox="342 1192 878 1230">Above 500,000</td> <td data-bbox="878 1192 1455 1230">50% of the total project value</td> </tr> </tbody> </table> <p>(b) The remaining amount shall be transferred by MMPRC to the Selected bidder upon completion of the scope of work as per agreement and within 30 days upon submission of the invoice.</p>	Project Value (MVR)	Amount of Advance Payment	Less than 150,000	-	Between 150,000 and 310,000	15% of the total project value	Between 310,001 and 500,000	35% of the total project value	Above 500,000	50% of the total project value
Project Value (MVR)	Amount of Advance Payment										
Less than 150,000	-										
Between 150,000 and 310,000	15% of the total project value										
Between 310,001 and 500,000	35% of the total project value										
Above 500,000	50% of the total project value										
10	Penalty & Contract Termination										
10.1	<p>Penalty:</p> <p>MMPRC shall have the right to withhold any payment of the Contract Price or deduct from the contract price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.</p>										
10.2	<p>Contract Notice or Termination:</p> <p>The contract will be terminated as per the terms on terminations stated in the agreement.</p>										

Evaluation Criteria		
Area	Details	Marks
Price	The party that proposes the lowest contract price shall receive a maximum mark of Forty-Five (45), and for remaining proposals marks will be allocated on pro rata basis.	45
Profile	<p>Marks will be given as follows;</p> <p>a. Profile of the company</p> <ul style="list-style-type: none"> • Number of years in service and list of similar projects undertaken during the past 5 years from the date of this announcement with contact details of the client). • Nature of work • Service offered. • Number of staffs <p>b. Project leader with 2 years of experience</p> <p>c. CV of the project leader.</p> <p>d. List of focal point for each task (contact details should be provided)</p>	10
Requirements	Should meet all the requirements set out in the scope. (The bid which full fill the requirements for all the tasks will receive the highest marks)	10
Concept and Theme	<p>The marks for the design and creativity of the concept and theme submitted mockups will be given considering the below mentioned. The concept which fulfill the requirements will receive the highest marks.</p> <p>a. Attractiveness of the overall concept</p> <p>b. Uniqueness of the overall concept</p> <p>c. Creativity of the overall concept</p>	25
Past Experience	Marks will be given as follows;	10

	<p>a) Maximum mark of 10 will be given if a minimum of 3 experience letters (as per clause 3.5) is submitted.</p> <p>One letter 03 marks Two letters 06 marks Three letters 10 marks</p> <p>b) If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.</p>	
	TOTAL	100

Section 2 - Scope of Work

Visit Maldives Storytellers' Conference 2023 Scope of Work for the:
Event Management Company

Table of Contents

1.0 Introduction of Visit Maldives Storytellers' Conference	2
2.0 ANNEX 01 – Documents To Be Enclosed With The Bid Submission	3
2.1 - Conference Event	3
2.2 - Gala Dinner	4
2.3 - Entertainment	6
3.0 ANNEX 02 – Detailed Scope of Work	8
3.1 - To Arrange Logistics and Meal Plan	11
3.2 - Conference Event	11
3.3 - Pop-up stalls	12
3.4 - Breakout Session	13
3.5 - Gala Dinner	13
3.6 - Entertainment for Conference & Gala Dinner	15
3.7 - Event Coverage	16

1.0 Introduction of Visit Maldives Storytellers' Conference

The Visit Maldives Storytellers' Conference, to be held from May 30th to 2nd June, brings together 50+ content creators from around the world for the largest gathering of travel writers, journalists, bloggers, influencers, and media experts. We invite them to experience & explore the Sunny Side of Life and express their thoughts through videos, photos, articles & social media posts.

The Visit Maldives Storytellers' Conference is aimed to be styled under this 'Redefining MICE' concept launched post pandemic: a relaxed atmosphere at Crossroads Maldives. Enjoy the conference beneath palm trees with your toes in the sand, barefoot amidst the endless blues of the ocean and the horizon. Be part of interesting discussions with renowned international storytellers on relevant and trending topics, such as sustainable efforts in tourism, the role of social media in marketing promotions, and more. The conference will be followed by a semi-outdoor buffet lunch.

Attendees at the conference can take part in breakout sessions where they can learn about sustainable tourism, Maldivian culture, heritage, and learn about Maldives fisheries in gastronomy sessions, and more. The conference will also feature pop-up stalls from leading artists in the Maldives. The stalls will showcase authentic Maldivian products and the skill of the talented local artisans. To conclude the event, a gala dinner has been arranged for the storytellers, speakers, and VIP guests at the Crossroads Maldives Beach Club with live music and more.

At the end of the conference, participants will get the unique opportunity to immerse themselves in the beauty, experiences, and hospitality of the Maldives. They can enjoy the best of what the Maldives offers as per their preferred choice of activities. Participants will enjoy Maldivian experiences ranging from snorkelling with mantas and whale sharks to watersports, culinary tours, island-hopping, and even sandbank picnics at 08 different regions of the Maldives.

May 29, 2023 – Arrival and Registration

May 30, 2023 - Conference, Networking Lunch, Pop Up Stall throughout the conference, Breakout Session, Gala Dinner

May 31 - June 02, 2023 - Sideline Experiences (Activities) - (08 itineraries to 08 different regions)

Please NOTE that for bid submission, bidders need to submit all the components mentioned in the Annex 01 of this document. However, the Bid Rate should be based on the detailed scope of work highlighted in Annex 02.

2.0 ANNEX 01 – Documents To Be Enclosed With The Bid Submission

Below are the details and mock up designs that need to be enclosed with the bid submission.

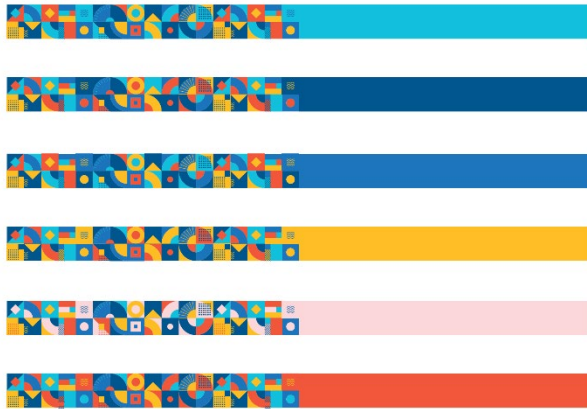
2.1 - Conference Event

2.1.a - Suggest a theme for the Conference Event (ideally in line with Re-defining MICE concept). The theme will be finalised after discussion with MMPRC by the winning party.

Redefining MICE Concept

- Laid-back atmosphere at the beach
- Relax environment
- Beneath palm trees with your toes in the sand
- Barefoot amidst the endless blues of the ocean

Colour Scheme



MICE Concept Design

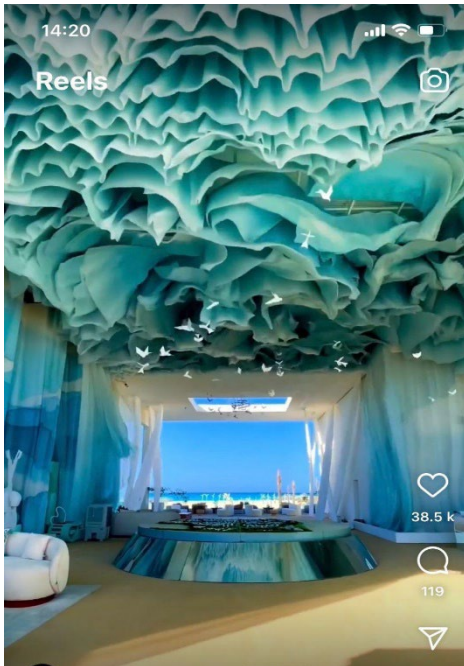




2.1.b - Create a mock up layout design of the conference event.

2.1.c - Mock up design of stage and backdrop.

Suggested Ideas Below:





2.1.d - Mock up of seating arrangement for 200 pax (Propose a Creative and Out of the box idea for seating arrangement. Eg; Mixture of Bean Bags and Other beach chairs for seating). The design and arrangement will be finalized after discussing with MMPRC by the winning party.

Location: Marquee, Crossroads Maldives

- Juice Bar & Drink Station along with Tea/Coffee Station & Snacks available





2.2 - Gala Dinner

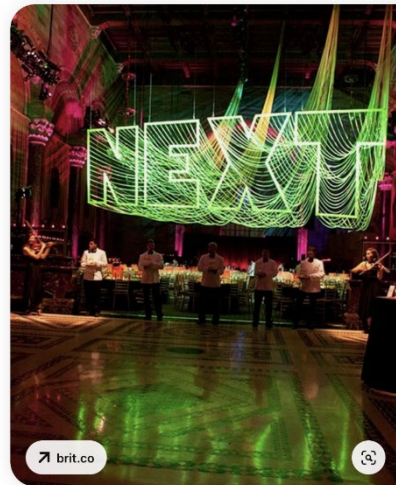
2.2.a - Suggest a theme for the Gala Dinner (ideally in line with Re-defining MICE concept).

2.2.b - Create a mock up template design of the Gala Dinner Event.

2.2.c - Mock up design of stage and backdrop.

Suggested Ideas Below:





2.2.d - Mock up of table and seating arrangement for 200 pax (Propose a Creative and Out of the box idea for seating arrangement. Eg; pool seating)

Location: The Beach Club, Crossroads Maldives





2.3 - Entertainment

2.3.a - The Event Management Company must propose entertainment groups for the Conference and Gala Dinner as below;

- **Conference**

- 1 Opening Performance - Sangu (3 People Act)

- 1 Cultural Dance Performance

- **Gala Dinner**

- 1 Cultural performance act

- DJ

- 3 piece band

3.0 ANNEX 02 – Detailed Scope of Work

The Event Management Company is responsible for:

- Planning, organising, managing and executing the Storytellers’ Conference 2023
(May 29 - Arrival & registration
May 30 - Conference Event).

The Event Management Company should be incharge of guaranteeing that all the elements identified in the scope of work are delivered.

- Ensure that all the activities planned out at the host property are run efficiently.
- Proper coordination with the host property to ensure everything is planned out smoothly.
- Coordinate and maintain a close relationship with MMPRC to get the required designs of marketing collaterals for the event.
- To conduct regular meetings with MMPRC and host property to ensure proper planning and implementation of the event.
- Closely supervise all the ongoing activities during the event and manage risk.
- Ensure to follow the project timeline.
- Any damage costs due to negligence from the event management company will not be borne by MMPRC. The event management company shall also indemnify and hold harmless MMPRC, MMPRC’s Personnel, and MMPRC’s respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses).

Note: MMPRC will not be bearing any costs outside the proposed amount quoted in the bid.

Highlighted below are the detailed scope of work that the winning party must execute for Visit Maldives Storytellers’ Conference 2023.

3.1 - To Arrange Logistics and Meal Plan

To arrange logistics (to and from host property) & meal plans for the below participants during the event. The budget breakdown must be shared with MMPRC.

- Event Management Company Team
- Entertainment Groups
- Pop-up stall participants (05 pop up stalls - 10 participants)

3.2 - Conference Event

The event management company must be responsible for:

3.2.a - Planning, Organising and Managing the half day Conference Event.

3.2.b - Theme of the Conference Event (ideally in line with Re-defining MICE concept).

3.2.c - Decoration of the Conference Event (ideally in a laid back atmosphere at the beach, with toes in the sand)

3.2.d - Stage set up and backdrop set up. Should have a presentation area.

LED Wall size 10 x 20 ft.

Stage size 12 x 24 ft.

3.2.e - Arrange LED Screens for the Conference. Graphical backdrop to be able to change during the conference.

3.2.f - Seating arrangement for 200 pax (Propose creative and out of the box ideas for seating arrangement). A mix of different types of seating including, beanbags, Beach Bags, tables, chairs will be provided by the host property. To provide ushering from the jetty to the registration area and conference event.

3.2.h - Arrange a specific location in the conference area for:

- Media
- Entertainment
- Event management team (ushers, on-site technicians)

3.2.i - Arrangement of AV equipment.

3.2.j - Arrangement of lighting, in case if required.

3.2.k - Cleaning, Assembling and Dismantling during pre-conference and post conference.

3.2.l - Conference team should include:

- On-site technicians
- Floor manager

Note: The final set up should be presented to MMPRC, 20 hours before the event time.

Ensure technicians are onsite and a part of the event management team. This will minimise and resolve any technical difficulties that may arise during the conference. Testing of sound, mic, lighting and everything required for the conference should be conducted 2 hours before the event commences.

3.3 - Pop-up stalls

The pop-up stalls are required to showcase the local craftsmanship of the local maldivians. A total of 5 pop up stalls to be produced. Each pop up stall will have 2 participants, in total, 10 participants. The pop-up stall participants will be selected by MMPRC.

MMPRC will be providing the concept and design for the pop up stalls. Event management company is responsible for;

- 3.3.a** - Production, printing, set up and installation of pop up stalls
- 3.3.b** - Incur associated cost with printing and decoration of pop up stalls
- 3.3.c** - Managing the pop up stalls and the participants
- 3.3.d** - Shutdown, Cleaning & Dismantling of pop up stalls

Note: Pop-up stall will be carried throughout the conference

3.4 - Breakout Session

3.4.a - Arrange the set-up of Cultural Breakout Session

The breakout session will be conducted for 2-3 hours from 04:00 pm onwards. The Breakout session will be attended by 20-25 pax.

Cultural Breakout Session

- Arrange a performance area for fashion show and cultural dance. Does not have to be a raised platform.

The activities and performances for the Cultural Breakout session will be arranged by MMPRC.

Location: Maldives Discovery centre Or The Gallery Overlooking the Hatch Marina at CROSSROADS Maldives





3.5 - Gala Dinner

The event management company will be responsible for:

3.5.a - Planning, Organising and Managing the Gala Dinner

3.5.b - Theme of the Dinner (ideally in line with Re-defining MICE concept)

3.5.c - Decoration of the Gala Dinner

3.5.d - Stage set up and backdrop set up.

LED Wall size 10 x 20 ft.

Stage size 12 x 24 ft.

3.5.e - Arrangement of LED Screens for the Gala Dinner event. Graphical backdrop to be able to change.

3.5.f - Seating arrangement for 200 pax (Propose creative and out of the box ideas for seating arrangement). The tables and chairs required for Gala Dinner will be provided by the host property.

3.5.g - Arrangement of AV Equipments

3.5.h - Arrangement of lights, lighting equipment and set up at the Gala Dinner.

3.5.i - Shutdown, Dismantling and cleaning post Gala Dinner event.

3.5.j - Manage the entertainment at Gala Dinner

Note: The final set up should be presented to MMPRC, 20 hours before the event time.

Ensure technicians are onsite and a part of the event management company for all the setup. This will minimise and resolve any technical difficulties that may arise during the Gala Dinner. Testing 1 hour before the commencement of Gala Dinner.

Most importantly to accommodate Gala Dinner as per the VVIP protocols

3.6 - Entertainment for Conference & Gala Dinner

3.6.a - Arrange entertainment groups for the Conference and Gala Dinner in collaboration with MMPRC.

- **Conference**

- 1 Opening Performance - Sangu (3 People Act)

- 1 Cultural Dance Performance

- **Gala Dinner**

- 1 Cultural performance act

- DJ

- 3 piece band

3.6.b - Ensure proper coordination with Entertainment groups.

3.6.c - Event management team must ensure that the entertainment groups are fully prepared to perform at the event.

3.6.d - Event management company must ensure that the activities are pre-planned properly and to execute on time.

3.6.e - Entertainment groups need to arrange their own music equipment (instruments) and costumes.

3.6.f - Ensure all technical complications are to be solved by the start of the entertainment performances.

3.6.g - Ensure MMPRC gets to see a final rehearsal of the performances at least 7 days before the event.

Note: All expenses for hiring the entertainment groups and items required for activities should be borne by the event management company. MMPRC will not bear any additional costs for the entertainment groups

3.7 - Event Coverage

The Event Management Company must provide photography and videography coverage, and post production footage of the event. Raw footage and images must be provided. The footage should include:

- Preparation of the event. This includes coverage during the setup of Conference hall, Networking lunch, Pop Up Stalls, Breakout Session, Gala Dinner
- Arrival Registration of Participants at the registration stall
- Conference
- Networking Lunch
- Pop-up stalls.
- Breakout Session
- Gala Dinner
- Leaving to Sideline Experiences

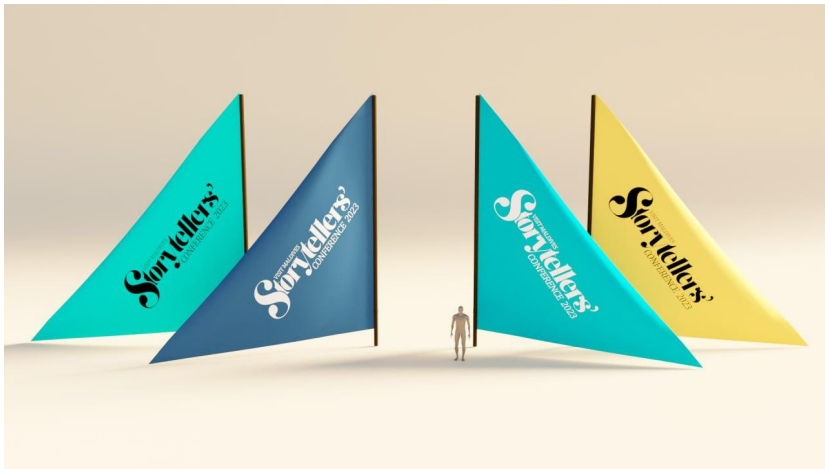
Note: MMPRC holds exclusive rights to these footages and images.

3.8 - Printing and Installation of Materials

Below is a list of printing materials required. MMPRC will be providing the final design for these materials.

3.8.a - Quantity 50 - Banners to print and install for Visit Maldives Storytellers' Conference

Banner Design:



3.8.b - Quantity 110 - Flags to print and install



3.8.c - Quantity 15 - Signages to print and install



ANNEX 03 - Cost Breakdown

<u>Details</u>	<u>Quantity</u>	<u>Cost Breakdown</u>
Quantity		
To Arrange Logistics and Meal Plan		
Event Management Company Team		
Entertainment Groups		
Pop-up stall participants	05 pop up stall 10 participants	
Conference Event		
Planning, Managing and Organising of Conference Event <ul style="list-style-type: none"> - Seating Arrangement for 200 Pax. (Creative, out of the box ideas for seating arrangement). A mix of different types of seating including bean bags, tables and chairs will be provided by the host property. - A specific location for media, entertainment, event team at the conference - Cleaning, assembling, dismantling during, pre and post conference 		
Decoration of the Conference Event		
Stage Set-up and Backdrop Set-up with Led Screens a Presentation Area		
Arrangement of AV Equipment		

Arrangement of Lighting, if required		
Pop Up Stalls		
Production, Printing, Set-Up and Installation of 5 Pop Up Stalls	5	
Managing the pop up stalls and participants - cleaning and dismantling of pop up stalls		
Breakout Session		
Cultural Breakout Session - Arrange a Performance area for fashion show and cultural dance <i>(*Does not have to be a raised platform)</i>		
Gala Dinner		
Planning, Managing and Organising of Gala Dinner - Seating Arrangement for 200 Pax. The Table and Chairs will be provided by the host property (To Present Creative Seating Arrangement). - Cleaning, assembling, dismantling during, pre and post conference		
Decoration of the Gala Dinner		
Stage Set-up and Backdrop Set-up with Led Screens		
Arrangement of AV Equipment		
Arrangement of Lights, Lighting Equipment		
Entertainment Groups		
Arrange and Manage Entertainment Groups for Conference		

<ul style="list-style-type: none"> • 1 Opening Performance - Sangu (3 People Act) • 1 Cultural Dance Performance 		
Arrange and Manage Entertainment Groups and for Gala Dinner <ul style="list-style-type: none"> • 1 Cultural performance act • DJ • 3 piece band 		
Event Coverage		
Photography of the Event		
Videography of the Event / Post Production		
Printing and Installation of Materials		
Banners to Print and Install	50	
Flags to Print and Install	110	
External & Internal Signages to Print and Install	15	
Total		

Annex 04 - DETAILS OF FOCAL POINTS

Activity	Team Leader
Overall event manager	
Admin Manager	
POP-UP STALL	
Conference	
Breakout Session 01	
Gala Dinner	
Event Coverage	
IT Technician	

THEME AND CONCEP DETAILS

Activity	Description
Conference Event	
<ul style="list-style-type: none"> • Theme for conference event (ideally in line with mice concept) 	
<ul style="list-style-type: none"> • Opening Performance 	
<ul style="list-style-type: none"> • Cultural Performance 	
<ul style="list-style-type: none"> • Closing Performance 	
<ul style="list-style-type: none"> • Mockup layout of the conference event 	
<ul style="list-style-type: none"> • Mockup design of stage and backdrop 	
<ul style="list-style-type: none"> • Mockup of seating arrangements 	
Gala Dinner	
<ul style="list-style-type: none"> • Theme for gala dinner 	
<ul style="list-style-type: none"> • Mockup template design for gala event 	
<ul style="list-style-type: none"> • Mockup design of stage and backdrop 	
<ul style="list-style-type: none"> • Mockup of table and seating arrangement 	
<ul style="list-style-type: none"> • Opening Performance 	
<ul style="list-style-type: none"> • Cultural Performance 	
<ul style="list-style-type: none"> • Closing Performance 	
<ul style="list-style-type: none"> • DJ 	
<ul style="list-style-type: none"> • Band 	

Details of the concept and theme can be attached.

Annex 05 - SUBMISSION CHECKLIST FOR REQUIRED DOCUMENTS

#	SUBMISSION OF DOCUMENTS	OUTCOME			
1	Quotation				
	Is the quotation signed by Authorized signatory, Name and designation included, total price included	Yes	Qualified	No	Disqualified
2	Cost Breakdown				
	Does the quoted contract price have a cost breakdown	Yes	Qualified	No	Disqualified
3	Copy of Registration Certificate				
	Is the company registration certificate submitted?	Yes	Eligible	No	Not eligible
4	Profile of the tenderer				
	Is the profile of the tenderer submitted?	Yes	Marks will be awarded	No	Marks will be deducted
5	Past experience letters				
	Are Past experience letters submitted?	Yes	Qualified	No	Disqualified
	Does the past experience letters indicate similar works within the past 5 years?	Yes	Qualified	No	Disqualified
	Does the past experience letters contains contact details?	Yes	Qualified	No	Disqualified
6	Bid Security				
	Is the bid security submitted (for proposals costing over MVR 2 million)	Yes	Qualified	No	Disqualified
7	Concept and Theme				
	Is the concept and theme submitted.?	Yes	Qualified	No	Disqualified
8	Proposed Team Leader and Focal Points				
	Are the details of the proposed team leader and focal points submitted	Yes	Qualified	No	Disqualified