

Tourism Upbeat Talk show series (Catering)

(IUL No: (IUL) 88-ADHR/88/2023/26 dated 02nd May 2023)

Information for Bidders

1. Introduction / Background

We are looking to hire a party to provide the following services for tourism Upbeat Talk show:

- Catering for 3 episodes of tourism upbeat talk show

This talk show is schedule to be held on **21st June, 10th August and 13th August 2023**. Shows might be **delayed or pulled forward, depending on the circumstances**.

2. Objective

The main objective of this project is to give information to secondary school students about the experiences of tourism industry through a panel of tourism industry related experts. The panel will have a moderator who will ask questions to the panel and moderate a set of questions that are provided and coordinated by the MoT to bring out the information of the industry to the students. At the end of the session there will opportunity will be given for students to ask questions to the panel.

3. Scope of the Work

a) Catering

- 300 pax (per episode)
- Type of catering: finger foods
- A separate Menu should be submitted for each episode.
- Cocktail tables to be included
- **Dates:** Episode 1 (21st June 2023 @10:00)
Episode 2 (10th August 2023 @10:00)
Episode 3 (13th August 2023 @ 10:00)

4. Information Session

An information session will not be scheduled for this procurement.



5. Evaluation Criteria

The parties should have the ability to work independently while working closely with Ministry of Tourism, in order to carry out the tasks. Proposals will be evaluated based on the following criteria;

Area	Details	Marks
Price	Higher marks will be given for the lowest price	70
Menu	Marks will be given to the variety of foods in 3 menus. A menu to each episode (total: 3 episodes) should be submitted to get marks for this area.	15
Experience	Reference letters of similar projects undertaken should be submitted to get marks for this area. This reference letter should include the name, value and duration 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. If the more that 5 letter is submitted, full marks will be given	15

6. Contacts/Focal Points

For any clarifications or additional information on **catering**, please contact;

Ms. Hawwa Nadhra Mohamed

Senior Administrative Officer

Tel: 3022206

Mobile: 9829522

Email: hawwa.nadhra@tourism.gov.mv