

## **Terms of Reference for Providing Event Management Services, Including Venue Arrangements, Event Photography, Conference Letter Frames and Flags for the 43rd CATA Technical Conference.**

Reference Number: (IUL) 220-AS/1/2023/60

Date: 13 May 2023

### **1. Introduction**

The Commonwealth Association of Tax Administrators (CATA) was established in 1978 by a decision of the Commonwealth Finance Ministers. The annual CATA Technical Conference is a high-level conference hosted by a different member government each year. Senior tax officials from member countries, representatives of various international bodies and observers attend the conference each year to debate and discuss various important policy and technical issues. It is estimated that 150 – 200 delegates will be attending the conference.

Maldives accepted the invitation to host the 43rd CATA Technical Conference in the Maldives in 2023. The conference is scheduled to take place from 10 – 13 July 2023. The conference will consist of 3 days of conference followed by a day of social activities. The host country is also obliged to host a cultural dinner night, traditionally known as “CATA night” on the preceding night of the conference closer.

This is a proposal for obtaining services to arrange conference venue setup, cover event photography, provide conference letter frames and print flags of the countries attending the conference. Details of work deliverable is specified in Section 4 of the TOR.

### **2. Deliverables**

- Component one: Conference venue arrangements.
- Component two: Photography of the event.
- Component three: Providing 3D letter frames.
- Component four: Providing flags for the conference.

### 3. Work Setting

The work setting of this event will include the following aspects:

#### **Timing and duration of this project:**

This is a short-term contract and the actual number of days will be based on a detailed work plan developed in collaboration with the contracted events management agency.

#### **Briefing/debriefing arrangement:**

- Initial meetings will be arranged to discuss and finalize the requirements.
- Meetings should be held as necessary in the duration of the contract to provide clarification and progress on the developments.

#### **Support provided:**

- MIRA will provide information required regarding MIRA's requirements for the LED setup, photography, and videography details.
- Provide requirements for event sound and lighting.
- Provide artwork and designs for banners and backdrop.
- MIRAs organizing team will work closely with the event coordinators during the event.
- Dedicated staff from organizing committee to assist with the running order during the event.

### 4. Components (Work Deliverable)

There are 4 main components to this TOR which are required to be delivered by the supplier. Suppliers should make submissions to the 4 different components as separate submissions. Submissions for each component will be analyzed and awarded separately. Suppliers must explicitly specify the ability to provide the services as per the requirements detailed in the components.

#### **a) Component 1: CATA conference venue arrangements**

Component 1 focuses on 5 main elements as follows:

##### **i. Element 1: Printing, Framing and Installation of banners across conference venue**

#### **Requirements:**

- 9 x 8 ft banners near Dinasha Hall (design provided by MIRA) (Qty 1)

- 23 x 7.9 ft banners near Dinasha Hall (design provided by MIRA) (Qty 1)
- 17 x 6 ft banner for Burunu Hall (Qty 1)
- 5 x 8 ft canvas banner for dinner night entrance point (Qty 1)

## ii. Element 2: Lighting for CATA night

### Requirements:

- String lights for ambience with functional lighting across the beach event venue area
- Lights for the walkway to the CATA night event
- Moving lights for stage for main official function for unveilings (Approx. stage size: 28ft x 16ft)
- Spotlights and flush lights
- Dimming and light control management
- Lighting for dinner area and decorative lights across the beach (Approx. size: 220ft x 100ft)

## iii. Element 3: Sound for CATA night

### Requirements:

- Three Handheld (wireless) Mic
- Two Headset Mic (for MC)
- Sound control and selected music at background
- When playing video files, audio should synchronize
- Additional 4 wireless walkie talkie for floor manager and audio/video manager

## iv. Element 4: LED Screen

### Requirements

- Installation of LED panels/wall for the conference hall (to be used for 3 days). LED should be able to integrate sound provided at the venue hall.
- Installation of LED panels for CATA cultural night (1 night only)
- LED panel size for conference event approximately 29 x 9 ft - 31 x 9 ft. LED will be divided in to three components – Main LED with two side panels.
- LED panel size for CATA night event. Size: 20 x 9 ft - 29 x 9 ft.
- Should be able to integrate with sound when video is played
- Full Installation of backdrop panel according to design provided by MIRA
- Additional TV screen (minimum 55”- 65”) in front of the stage facing the panelists to show the live feed for conference hall, main event.

- The live feed should also pick up audio and video feed of the virtual setup (Delegates will be presenting virtually during the official event) at the main conference hall (Dinasha Hall).

**v. Element 5: Printing of Conference Vertical Banner**

**Requirements**

- Printing of conference flags (6 ft x 2ft - 6.5 ft x 2.5ft). Design will be provided by MIRA. (Qty 30)
- Banner material is cotton fabric. (Qty 30)

**vi. Element 6: Marquee**

**Requirements**

- Marquee size: Approx. 40 ft x 150 ft - 40 ft x 144 ft (Qty 1)
- Marquee color: white
- Costing for Marquee should be provided in the bid as an additional costing in a separate line item

**b) Component 2: Photography and Videography of CATA event**

Component 1 focuses on the video and photo coverage of the event for 4 days (3 days of conference and 1 day of social event).

**(i) Requirements:**

- At least 4 photographers and 2 videographers covering the event at all times.
- Minimum 3000 good quality photos
- At least 1 good quality photo of each participant (Approx. 150 pictures)
- At least 1 good quality photo of each delegation (Country) (Approx. 47 pictures)
- Minimum 4K resolution (3840 x 2160) is required
- Full day videography and event highlights video for 3 days of conference
- Photography for 3 days of conference
- Photography and videography for the social event on fourth day
- Group photo of the event in beach area to be captured using a drone
- Highlight reel video of the conference, CATA night and social event should be provided within 7 days.



**(ii) Areas to be covered**

- Participants arrival to the conference for 3 days (Outside the hall and jetty area)
- Conference hall main event for 3 days
- Outside Dinasha Hall (individual and group photos)
- Breakout room events
- Dinner night arrival
- CATA night arrival, walk-way photos
- CATA night performances and event altogether
- Social event (excursion taking place off the main island)

**(iii) Images retouching and post processing and printing**

- RAW files (minimum 100 good quality photos) of selected items should be provided on the same day. For example: Conference Day one pictures should be provided the same day.
- Printed group photos of each delegation (47 countries) and printed group photo of all delegates (150 delegates) should be provided on the **second day (14/07/2023) of the event**. Printed copies of photographs must be in digital frame provided by MIRA. All raw files and processed/retouched photos should be provided within 15 days from event date.
- Group photo to also be taken using a drone
- Video retouching and Post processing
- All raw files and processed/retouched videos should be provided within 15 working days

**c) Component 3: 3D Sign Letter Frame**

Component 2 focuses on the production of 3D sign letter frame. This item will be used in outdoor locations.

**(i) Requirements:**

- The frame would read “43RD CATA TECHNICAL CONFERENCE 2023”. The letters should be 3D in a font and design provided by MIRA.
- Letters should be arranged in 3 layers
- Full frame size should be approximately 4 ft x 14 ft – 5 ft x 15 ft. Two frames of the same size are required.
- Letter width should be approximately 2 inch
- Material should be in PVC board
- Finishing should be painted with mix colors based on color palette provided by MIRA





**d) Component 4: Flags of CATA member countries**

Component 4 focuses on the production of country flags of CATA member countries.

**(i) Requirements:**

- Provide country flags (4 ft x 2ft - 4.5 ft x 2.5 ft) for CATA member countries attending the conference. Current estimation is 40 countries will attend. Details of countries will be provided by MIRA.
- Country signs and emblems should be printed on the fabric
- Flag material is polyester fabric
- Flag type: tie to flagpole
- Sample of flag material must be provided upon request

**5. Experience and Qualifications:**

**a) Component 1: CATA conference venue arrangements**

- At least 5 years of experience in events management and support (Collaborating on high profile international conferences/events for at least 100 participants and dealing with senior government dignitaries and sub-contractors)
- Past experience in installation of LED panels/walls for high-level events
- Documentation to demonstrate that the Events Management Agency meets the qualification requirements should be provided. It should include the following:
  - Organizational/company profile with brief description of the organization, institutional capacity and an outline of recent experience in providing events management services for events of a similar nature.
  - Portfolio of past events. This should include information on event profile, audience type (including participation by very senior government officials), events management services provided and concept design for the event, event date and number of attendees.

**b) Component 2: Photography and Videography**

- Applicants must have at least 5 years of experience in the areas of photography and videography. Applicants must have experience in covering conferences, seminars and/or events.
- Documentation to demonstrate that the applicant meets the qualification requirements should be provided. It should include the following:



- Portfolio of events covered in the past 5 years along with sample photography and video highlights from the event. Portfolio should include information on the event; date of the event, pictures, video reels, number of attendees and number of photographers and videographers that covered the event. Pictures of the event can be added for further clarity.

**e) Component 3: 3D Sign Letter Frame**

- Must have experience in the production of 3D letter sign frames or similar experience. Should provide photographs of frames produced or similar work for past events to demonstrate experience.

**f) Component 4: Flags of CATA member countries**

- Must have experience in printing and production of flags.
- Should provide sample or document detailing previous work produced.

**6. Workplan:**

- The suppliers will participate in debriefing sessions with MIRA to understand the requirements and expectations and finalizing the event.
- Suppliers must provide details of focal point which MIRA organizing team can coordinate regarding the work.

**7. Amendments:**

If at any time prior to award, MIRA determines a need for a significant modification of the provisions of the TOR, MIRA will issue a written amendment to all potential suppliers. No oral statement of any person shall, in any manner, be deemed to alter or otherwise affect any term or condition of this solicitation, and no contractor or supplier shall rely on any such statement.



## 8. Evaluation and Basis for award:

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a supplier.

Evaluation Criteria	Percentage Allotted
a) Fulfillment of Experience and qualification specified in Section 5	30%
b) The total cost of the project	70%

## 9. Payment:

Payment will be made in full after the project is completed.

## 10. Instructions to bidding parties:

- All bids will be opened on the date and time specified in clause.
- The price quoted must be in Maldivian Rufiyaa inclusive of all taxes and charges.
- All bids must be submitted to the designated address, in sealed envelopes, with the details of the bidding party, announcement number and project name, on the bid opening date and time.
- All bidders will be allowed to submit a maximum of one bid. Suppliers should make submissions to the 4 different components as separate quotations. However, one supplier could opt to bid for more than one component.
- The bid should include all documents, stated in the terms of reference. Bids with missing, inaccurate or false documents will not be accepted.
- The MIRA retains the right to cancel the bids at any stage of evaluation if it is found that the documents submitted fall short of requirements.
- Confidentiality of the photos and videos should be maintained indefinitely.
- Submissions for each component will be analyzed and awarded separately. Suppliers must explicitly specify the ability to provide the services as per the requirements detailed in the components.

## 11. Bid Security:

- If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR 25,000, issued by a bank or financial





institution registered in the Maldives, with validity of no less than 60 days, as per the template in Annex-1.

- Bid Security must be (a) an original bank guarantee letter issued by a bank registered with the Maldives Monetary Authority or (b) an insurance policy issued by an insurance company registered with the Maldives Monetary Authority. Bank Cheques, and Cash will not be accepted as bid security.

## 12. Bid awarding:

- Bidder will be informed of the decision to award a bid via an official intent to award the bid.
- If the value of the bid exceeds MVR 500,000 the bidder will be required to submit a performance guaranty of 5% of the total contract value prior to signing the contract. The performance guaranty must be issued by a bank or financial institution registered in the Maldives and must have a validity of 45 days, not including the quoted delivery period.
- Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the MIRA may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.

## 13. Documents required to be submitted with the proposal:

Below documents shall be submitted along with the proposal:

- Where necessary, a portfolio of previous works managed and coordinated
- Details of references for work included in the portfolio
- Financial proposal and costing which includes breakdowns for the lump-sum amounts. The fee should be inclusive of all considerations.
- Timeline to deliver the tasks based on the deadlines mentioned in the TOR
- A document of incorporation, or registration issued by the relevant governing body of the country of origin.
- Bid Security document, where necessary.
- A Tax Clearance Report (Issued within a maximum of three months prior to the date of Submission) to be submitted at a date prior to agreement signing.
- The bid should include all documents, stated in the terms of reference.
- SME registration certificate, if it's registered.
- Reference letters on previous works delivered (Reference letters submitted must be stamped and verified by previous client)



#### 14. **Bid opening date and venue:**

The bids will be opened on Thursday, 24 May 2023, at 1100. Hrs. (Local time) at the below address.

2<sup>nd</sup> Floor, Maldives Inland Revenue Authority,  
Ameenee Magu,  
Male' 20379,  
Maldives

For further details or queries, regarding the requirements of the conference, please contact Ms. Mariyam Himmath Hassan at (+960) 3339-505 from Sunday to Thursday between 08:30 and 13:00 hrs. or email to [himmath.m@mira.gov.mv](mailto:himmath.m@mira.gov.mv)

For further details or queries, regarding the bidding process, bid submission and other requirements please contact (+960) 3020-478 from Sunday to Thursday between 08:30 and 13:00 hrs. or email to [procurement@mira.gov.mv](mailto:procurement@mira.gov.mv)

All interested parties should submit the proposals before the bid opening date, to the aforementioned address, in sealed envelopes, marked "Proposal for 43<sup>rd</sup> CATA Technical Conference Management and Coordination"

Maldives Inland Revenue Authority,  
Ameenee Magu, (2<sup>nd</sup> Floor),  
Male' 20379,  
Maldives