

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES

Tourism Upbeat Talk show series (Recording of program and Banner Printing)

(IUL No: (IUL) 88-ADHR/88/2023/27 dated 23rd 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:

The Upbeat Talk show will have a panel of experts (between 5 TO 7) and an audience of about 300 school children.

- To record for 3 episodes of tourism upbeat talk show
- to print, install and dismantle backdrop 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. Categories and Scope of the Work

a) Record, (3 episodes)

- Recording to be done in broadcast quality (1hr 45mins)
- Sound and Lighting for Live Coverage and Auditorium
- 5 to 7 Pin microphones for Panellists and MC
- 3 wireless microphones for Q&A from audience
- Final Multi camera Clean Recording in 4K of HD quality for MoT Media Archive/ YouTube and to share with educational institutions. (within a period determined by two parties)

b) Banner

- 24 by 8 (square feet) banner with installation and dismantling as per design approved by MoT
- 3 backdrops printed, installed and dismantled for each episode. (total 3 episodes, each episode will have a different design for the banner)

4. Information Session

An information session will be arranged to provide more information regarding the talk show and the mentioned services. Information session will be held **on 29th May 2023 @11:00 (Virtual). Interested parties are to send email to focal point for link details.**

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.

Evaluation criteria are as follows;

a) Recording, and banner printing

Area	Details	Marks
Price	Higher marks will be given for the lowest price	65
Video Quality	Marks will be given to the quality of the videos prepared in the past years. Videos prepared in the past years should be submitted to get marks for this area. Video can be submitted in a pen drive / CD.	10
Printing Quality	Marks will be given to the quality of the printing of the banner. Printed samples should be submitted to get marks for this area.	10
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. Additional information

- **Price for each episode should be known from the quotation.**
- **Ministry will have the full rights of the recorded videos for the show.** Once all recording has been complete recording copy must be handed over to Ministry within a period agreed between both parties.
- No footage or raw materials taken on the recordings shall be used for another purposes and it will be the copyright of the MoT
- **The length of each episode will be 1 hour 45 minutes.**

- To multiply the audience, these programs are to be recorded and telecasted through TV channels and through other mediums for more student audience to listen to for bigger exposure.
- **The MoT will provide the moderator and the location (indoor).**
- **Location of the show is the MNU auditorium 1 & 2.**
- The 3 episode shall be recorded within a period MoT proposes and schedules. The Contract shall only be extended after evaluating the delivery on the 3 episodes focused on arrangement performance quality and recording quality.

7. Contacts/Focal Points

For any clarifications or additional information, please contact;

Mr. Ahmed Saneez

Computer Technician

Tel: 3022234

Mobile: 7766776

Email: ahmed.saneez@tourism.gov.mv

Ms. Hawwa Nadra Mohamed

Senior Administrative Officer

Tel: 3022206

Email: Hawwa.nadhra@tourism.gov.mv