

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



**MINISTRY OF TOURISM**  
REPUBLIC OF MALDIVES

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**Information Sheet**

**Production and Training of local DJs in Tourism Industry**

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**Section 1 – General**

**1.1 Announcement Number:**

**1.2 Announcement Date:** 06<sup>th</sup> June 2023

**1.3 Project:** Conducting a DJ workshop for local youth with an interest in the profession.

**1.4 Purpose:**

The main objective of this project is to support youth with an opportunity to acquire the skill from the industry's top DJs and to create awareness about the DJ'ing opportunities within the Tourism Industry among youth.

**Section 2 -**

**2.1 Deliverables**

**a) Number of Trained Students**

- Workshop shall be conducted for maximum 20 students
- Tenderer shall take the responsibility of inviting the students

**b) Certification**

- Basic and Advanced DJ Music course
- Internationally recognized certification

**c) Course content**

- The tenderer must submit a course content and course outline
- Workshop course content should cover the following:
  1. Introduction to DJ'ing
  2. Introduction of DJ Equipment
  3. Theory of basic and advanced beat mixing

**2.1.1** The workshop must be conducted in Dhivehi or English



**2.1.2** The music created or used in the workshop shall go through copyright and use of right processes. Copyright violations will not be entertained for any footages used.

**2.1.3** Target audience can be anyone who is interested in the field not younger than 18 years. Therefore, the workshop shall be conducted in a creative manner which grabs the attention of the target audience.

**2.1.4** Ministry of Tourism shall approve the final list of participants and get the option to make the final decision on the students participating in the workshop

**2.1.5** Contractor will collaborate with and arrange for reviews and approvals with Ministry of Tourism for the concept development of the workshop.

**2.1.6** The music content shall hold a minimum acceptable standard of content in images or language, and should fit in the laws and regulations of Maldives

**2.1.7** Music produced should be presented to Ministry of Tourism with rights to use of the produced music for any purpose that the ministry requires.

**2.1.8** Tenderer shall bear all the cost and responsibility of conducting the workshop including the equipment, hiring of Instructors, venue hiring, course materials, and catering (if any).

## **2.2. Timeframe:**

The workshop is scheduled to be held from

**Duration:** 09<sup>th</sup> July 2023 – 22<sup>nd</sup> July 2023 (Fridays OFF)

**Time:** 0900 hrs. - 1600 hrs. (with 1 hour break every day)

## **2.3. Payment:**

The Ministry of Tourism will make the payments as per the terms and conditions of the agreement signed by both parties.

## **Section 3 – Instruction to Tenderers**

### **3.1. Eligible Tenderers:**

**3.3.1** 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.

**3.1.2** Details of any collaboration arrangements shall be stated in the proposal under a separate heading, and shall be evaluated by Ministry of Tourism

**3.1.3** All responsibilities of the collaborations shall be taken by the tenderer.

**3.2. Clarifications of Bidding document, project, scope of works:** Please contact the focal point mentioned in section 7, on or before Tuesday 13<sup>th</sup> June 2023, 1400 hrs. (local time)



## Section 4 – Preparation of Tenders

### 4.1 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.

### 4.2. 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.

### 4.3 Documents Comprising the Tender (Submission Documents):

- a) Bid Submission Form/Bidding Document (Annex 1)
- b) Profile and Portfolio of the Tenderer
- c) Quotation
- d) Copy of Registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society
- e) Copy of GST Registration Certificate
- f) SME Registration Copy
- g) Tax Clearance Certificate issued by MIRA
- h) Reference letters from previous customers/clients reflecting the nature of the projects implemented and the role of the company.
- i) Period of Delivery: (As stated in 2.2)
- j) Content of the course / workshop
- k) Picture of the equipment to be used in the workshop
- l) Past teaching experience of similar DJ related courses
- m) Qualification of the instructors (Certificates)

## Section 5 – Submission and Opening of Tenders

### 5.1 Deadline for Submission of Tenders:

(a) Tenders must be received by the Ministry of Tourism at the mentioned address and no later than the date and time mentioned below:

**Venue:** Ministry of Tourism, 5<sup>th</sup> Floor, Velaanaage, Male'

**Date:** 15<sup>th</sup> June 2023 (Thursday)

**Time:** 1000 hrs.

Proposals submitted after the deadline will not be accepted by the Ministry.



## 5.2 Evaluation

The tender evaluations will be carried out as per the evaluation criteria stated under Section 6 of this document.

### Section 6 – Evaluation Criteria

Area	Details	Marks
Price	Higher marks will be awarded to the lowest price	50%
Course Content & Equipment	Course content and outline and a list and picture of the equipment used for the workshop should be submitted to get marks for this area  - Internationally recognized course. (If the course is internationally recognized then 10 marks will be given) - If all the parts mentioned in 2.1 (c) is included in the content then 10 marks will be given. - Availability of the necessary equipment will be awarded 5 marks. -If no equipment can be disqualified	25%
Qualification of the instructor	Proof of qualifications and experience should be submitted to get marks for this area.  - 10 marks will be awarded for the past teaching experience of similar DJ related courses - 10 marks will be awarded for the qualification of the instructors - 05 marks will be awarded for the internationally experienced instructors	25%

### Section 7 – Focal Point from the Ministry of Tourism

For any clarifications or additional information, please contact;

**Name:** Ahmed Raaidh

**Designation:** Senior Executive Director

**Contact number:** 302 2296 / 302 2248

**E-mail:** [procurement@tourism.gov.mv](mailto:procurement@tourism.gov.mv) /