

Maldives Tourism Awards 2023 Information for Bidders (TOR)

Introduction

The Ministry of Tourism is looking for a vendor to produce the Trophy for the Maldives Tourism Awards 2023. The award ceremony is scheduled for **03rd October 2023**.

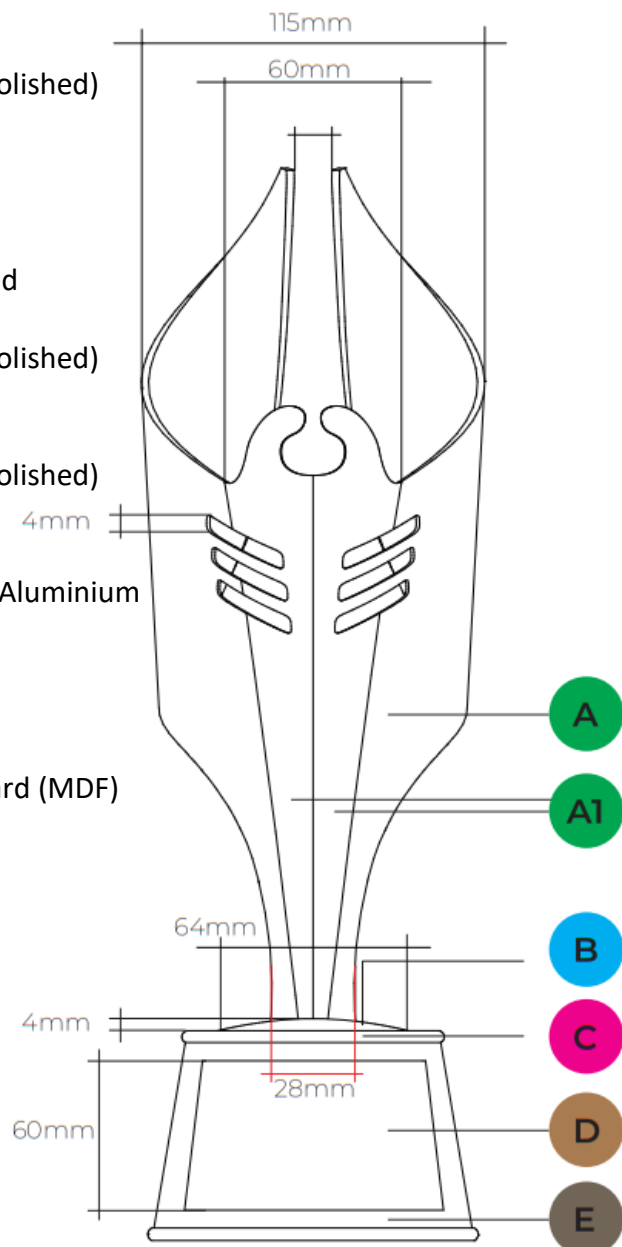
Trophy Details

▪ **Material:**

- **A – Body**
 - Metal (Smooth finished polished)
Non-corrosive
 - Thickness: 4mm
 - Color: Silver or Gold
- **A1 – Body**
 - Black with Smooth finished
- **B – Mount Ring**
 - Metal (Smooth finished polished)
 - Color: Black (Glossy)
- **C – Ring**
 - Metal (Smooth finished polished)
 - Color: Silver or Gold
- **D – Name Plate**
 - Metal (Polished) Brass or Aluminium
 - Color: Silver or Gold
 - Text: Sublimation Print
 - Color: Black
- **E – Stand/Base**
 - Medium Density Fibreboard (MDF)
(Smooth finished/glossy)
 - Color: Black

▪ **Quantity:**

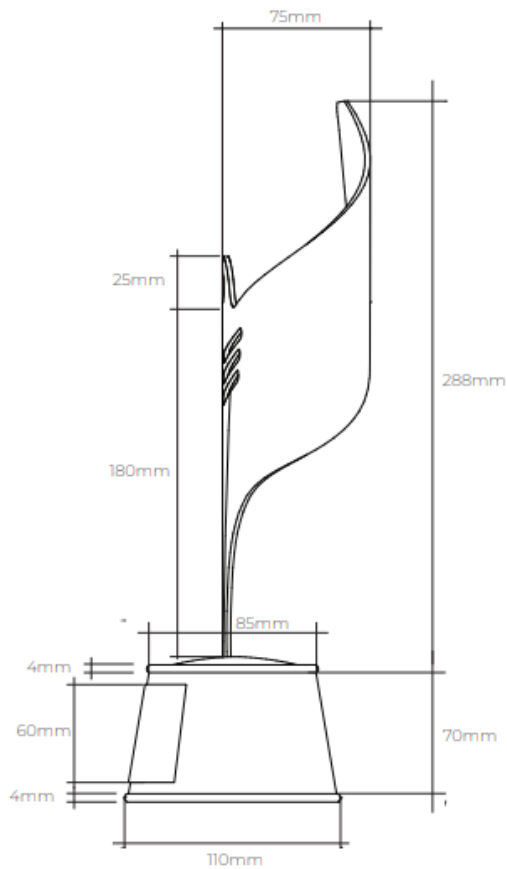
- Gold - 19 pcs
- Silver - 41 pcs



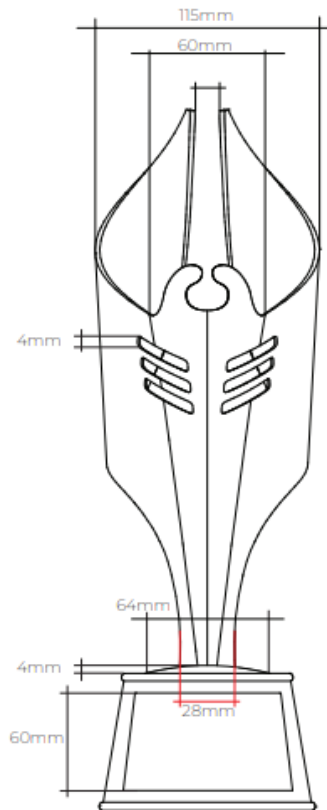


- Size: As per the following pictures.

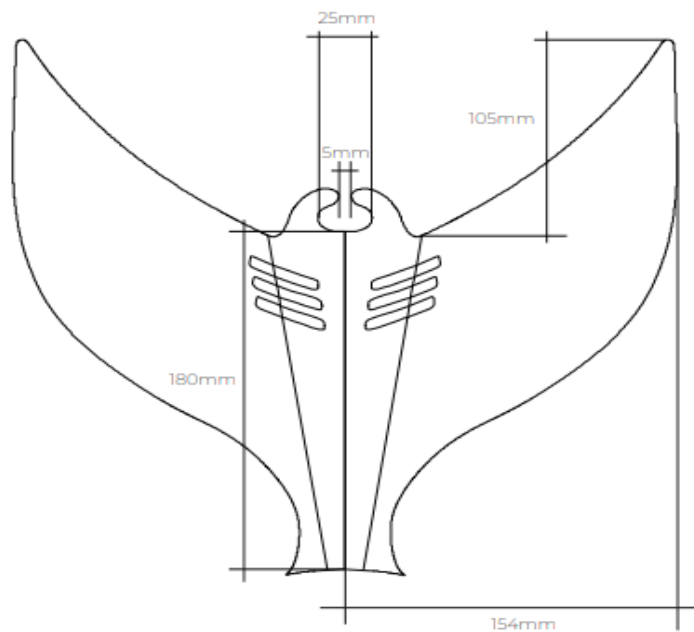
Side View Dimensions



Front View Dimensions

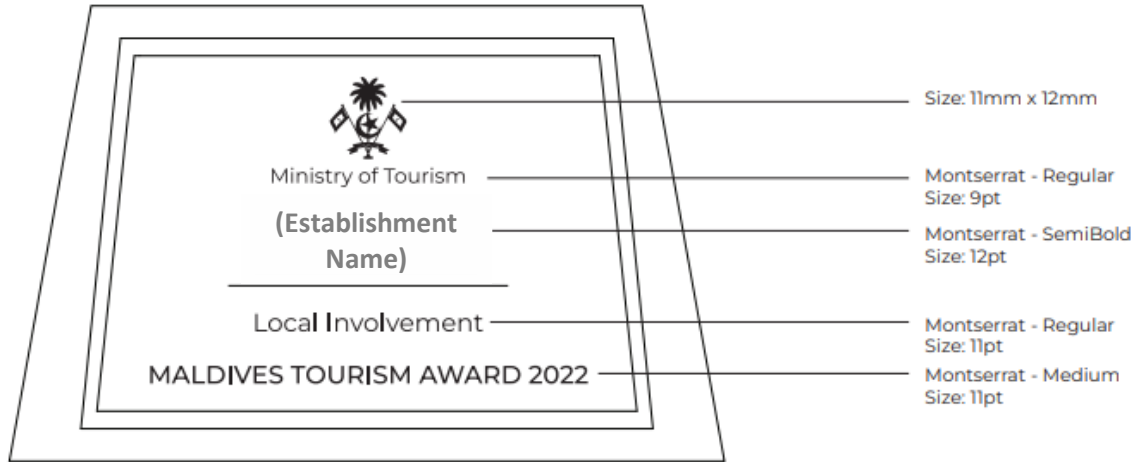


Flat Design Dimensions





**SAMPLE NAME PLATE SPECS
TO - SCALE
PAPER SIZE A4**



- Trophy should be in scale and in proportion to fit the size
- Trophy colors should be same as the following picture



Silver

Gold



Additional Information

- Ministry would prefer to receive the trophies 15 days prior to the award ceremony.
- Once the agreement is signed, **a sample of 1 silver and 1 gold award should be submitted to ministry for approval before mass production.**

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;

Criteria	Details	Marks
Price	Higher marks will be awarded on lowest price	35%
Quality	Marks will be awarded based on the quality of the samples submitted of same or similar material.	40%
Delivery Period	Higher Marks will be awarded for the shortest delivery period.	10%
Experience	Reference of such projects undertaken within the past 5 years. This reference should reflect the name of the project and contact details. Each reference will be awarded with 3 marks. Full marks will be awarded if more than 5 references are submitted.	15%

Proposal

The proposal should include the following;

1. All forms annexed with this information sheet
2. A company profile (*including names and profile of team members, reference letters, and previous projects undertaken with pictures*).
3. Copy of company registration certificate from MED
4. Copy of SME registration certificate from MED
5. Copy of GST registration certificate from MIRA
6. MIRA Tax clearance report
7. Quoted price separately for each item
8. Sample trophies produced of same or similar material

Deadline

Sealed proposals should be submitted with the envelope labeled **“Production of Maldives Tourism Awards 2023”** on or before **1000hrs of Monday, 17th July 2023**, addressed to;

Ministry of Tourism
5th Floor, Velaanaage
Ameer Ahmed Magu
Male’, Republic of Maldives

Bid Opening meeting will be held on **17th July 2023 @ 1000hrs** at Ministry of Tourism.



Contacts/Focal Points

For any clarifications or additional information, please contact us at:

Tel: 3022 248 / 3022 216, Email: procurement@tourism.gov.mv