

18th September 2023

Request for Proposal – Event Branding of Maldives Accountants Forum 2023

Deadline for submission of proposal: 05th October 2023, 13:00 hrs

Section 1. Introduction

The Institute of Chartered Accountants of the Maldives ('the Institute') is the statutory body formed to discharge the functions assigned under the Maldives Chartered Accountants Act (13/2020) which was ratified by the President on 8th September 2020. The Institute is mandated with the regulation and development of the accounting profession in the Maldives. The Institute is also mandated with registering and licensing parties for audit and assurance services and registering financial professionals as its members.

Section 2. Purpose and Scope of Work

The Institute is inviting interested parties to submit for the Event Branding of the 'Maldives Accountant Forum', an event held annually by CA Maldives. The contracted party ("Design firm") will be expected to provide services including but not limited to the following:

- (a) Creating name, symbols, colors, messaging, and imagery that distinguish a unique identity for MAF 2023
- (b) Combining the logo, slogan, colors, graphics, and fonts which create a cohesive story and identity that resonates with the audience
- (c) Providing the raw design files for Printing including:
 - (i) Backdrop Designs
 - (ii) Podium Design
 - (iii) Cue Card
 - (iv) A5 Rough Paper Design

- (vi) Participant ID Card
- (vii) Pocket file
- (viii) Certificate
- (ix) Invitation Card
- (x) Agenda Design

(d) Providing the design elements for Digital purposes including:

- (i) General Social Media Templates
- (ii) Announcement Templates
- (iii) Countdown Templates
- (iv) Registration Deadline Template
- (v) Speaker Templates

Section 3. Eligibility Criteria

Any party who meets the following criteria are eligible to submit their proposal to the Institute. The party should:

- A. be registered at the Ministry of Economic Development dedicated to delivering services or services related to the scope of work mentioned in **2** of the RFP

The following documents shall be submitted to the Institute in the *following order*..:

- (i) Registration Certificates (Business & Tax)
- (ii) Portfolio / Profile
- (iii) Reference Letters providing evidence for similar projects/works as stated in Section **3 B**.
- (iv) Proposed price *Prices must be inclusive of GST and quoted in MVR
- (v) ID card

Section 4. Conflict of Interest

The Contractor shall hold matters including its contents or materials obtained in the course of services to the Institute as strictly confidential and shall not disclose the same to anyone without prior written consent, unless obliged by law, in which case, the Contractor must inform of such disclosure in a timely manner.

The Contractor shall avoid any and all matters that could raise a potential conflict of interest, and advise the Institute beforehand on any potential or apparent conflict of interest.

Section 5. Duration

The duration will be for a period of 14 days – following which the parties may negotiate to renew the contract.

Section 6. Terms and Conditions

The Institute reserves the right to reject any or all proposals or to accept any proposal that it may consider to be in the best interest of the Institute.

The Institute reserves the right to negotiate the terms of the proposal upon review.

The Institute shall not be held liable for any errors or omissions in any part of this RFP. The information contained in the RFP is supplied solely as a guideline. The information is not guaranteed or warranted to be accurate by the Institute, nor is it necessarily comprehensive or exhaustive.

The Institute assumes no responsibility or liability for the adequacy, accuracy, or completeness of any information provided in this RFP.

Section 7. Information Session

An information session will be held on 3rd October 2023, 13:00 hrs, at the CA Maldives Office, 1st Floor, G. Billoorijehige, Majeedhee Magu, K. Male', Maldives. All interested parties are invited to attend the session and clear queries from the Institute's team and consultant on this day.

Section 8. Evaluation Criteria

Details	Percentage
a. Price	60%
a. Experience in similar projects completed	40%

Section 9. Submission Deadline

Submission is open for parties that meet the eligibility criteria mentioned in **3** of the RFP.

The submission deadline will be on 05th October 2023, 13:00 hrs at the *CA Maldives Office, 1st Floor, G. Billoorijehige, Majeedhee Magu, K. Male', Maldives.* **Online submissions will not be accepted.**