



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

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**Information Sheet**  
**To hire a music band to perform at ITB  
Berlin 2024**

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25<sup>th</sup> January 2024

<b>Section 1 - Instruction to Tenderers</b>	
<b>1.</b>	<b>General</b>
1.1	Announcement Number: (IUL)MMPRC-PRO/1/2024/06
1.2	Announcement Date: 25 <sup>th</sup> January 2024
1.3	Submission Date: 01 <sup>st</sup> February 2024
1.4	Project: To hire a music band to perform at ITB Berlin 2024
<b>2.</b>	<b>Procedure of Tendering</b>
2.1	<p><b>Eligible Tenderers:</b></p> <ol style="list-style-type: none"> <li>1. A 5-piece band represented by a group of not more than 6 (5 band members + 1 band manager)</li> <li>2. All members of the group should be Maldivian Nationals above the age of 18 years.</li> </ol>
2.2	<p><b>Amendments to Tender Documents:</b></p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>(c) To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.3	Registration will take place at the pre-bid meeting. Only the Tenderers who attend the pre-bid meeting will be registered and eligible to submit the bid.
2.4	<p>Pre-bid meeting / Info Session: Pre-bid meeting will take place at;</p> <p>Venue: Maldives Marketing &amp; Public Relations Corporation 4th Floor, H. Zonaria, Male</p> <p>Date: 29<sup>th</sup> January 2024</p> <p>Time: 1300 hrs.</p>

2.5	Clarifications of Bidding document, project, scope of works: 30 <sup>th</sup> January 2024 before 1200 hrs (local time), through email. Clarifications should be emailed to <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a> .
2.6	<p><b>Submission of Tenders:</b></p> <p>Venue: Maldives Marketing &amp; Public Relations Corporation, 4<sup>th</sup> Floor, H. Zonaria, Male’</p> <p>Date: 01<sup>st</sup> February 2024</p> <p>Time: 1300 hrs.</p>
3.	<b>Preparation of Tenders</b>
3.1	<p><b>Cost of Tendering:</b></p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.2	<p><b>Language of Tender:</b></p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in <b>English or Dhivehi</b> 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 <b>English or Dhivehi</b>, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.3	<p><b>Documents Comprising the Tender:</b></p> <p><b>1. Quotation</b></p> <p>Quotation must contain the following.</p> <ul style="list-style-type: none"> <li>• <b>Authorized signatory</b> with name and designation of the signatory</li> <li>• Validity of 30 days from date of submission. <b>(If validity is not stated in the quotation, it will be considered as valid for 30 days)</b></li> <li>• All calculations and costing should be in Maldivian Rufiyaa.</li> <li>• Tender proposal <b><u>will be disqualified</u></b> if the document is not submitted or if the document is not as per the information sheet.</li> </ul> <p><b>2. Proposal</b></p> <p>The proposal should include the following details:</p>

- Details for performance during the Maldivian Night
- List of Songs that will be performed (Should include English, Dhivehi, German, and original songs). There should be a variety of songs (including Dhivehi cultural songs)

**Marks will be deducted** if the document is not submitted or if the document is not as per the information sheet.

### 3. Profile

The profile should include the following:

- Proposed Team & Expertise
- Details of the Band and Band members along with the National Identity copies of all members
- CV of the band leader. (Band leader should have 2 years of experience)
- Portfolio of the band
  - Number of years in service
  - List of similar projects undertaken during the past 5 years from the date of this announcement, with contact details of the clients.

**Marks will be deducted** if the document is not submitted or if the document is not as per the information sheet.

### 4. Registration Certificate of Band (if registered)

### 5. Proof of Past Experience

- Must submit Letters of similar projects undertaken within the past 5 years from the date of this announcement.
- The Past Experience letter should include the name/ details of the project along with the contact details for reference.
- Tender proposal **will be disqualified** if the document is not submitted with the tender as per the information sheet or if there is no Past Experience in similar projects.
- **Marks will be deducted** if they have worked with MMPRC and their performance was not satisfactory.

3.4	<p><b>Period of Validity of Tender:</b></p> <p>(a) Tenders shall remain valid for 30 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.5	<p><b>Tender Security: Not Applicable</b></p>
3.6	<p><b>Format of Signing of Tender:</b></p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.3, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.8, shall be clearly marked “Alternative”.</p>
3.7	<p><b>GST</b></p> <p>The prices shall be quoted inclusive of GST (if registered for GST)</p>
3.8	<p><b>Alternative Tenders:</b></p> <p>It is permitted to submit Alternative Tenders.</p>
3.9	<p><b>Incomplete Tender:</b></p> <p>Any tender that does not include all the information and documents stated in clause 3.3 shall be considered as incomplete Tender.</p>
3.10	<p><b>Conflict of Interest:</b></p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> <li>(a) they have a controlling partner in common; or</li> <li>(b) they receive or have received any direct or indirect subsidy from any of them; or</li> <li>(c) they have the same legal representative for purposes of this Tender; or</li> <li>(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to</li> </ul>

	<p>information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or</p> <p>(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or</p> <p>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</p> <p>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</p>
3.11	<p><b>Authorization:</b></p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	<p><b>Submission and Opening of Tenders</b></p>
4.1	<p><b>Sealing of Tenders:</b></p>
4.2	<p><b>Deadline for Submission of Tenders:</b></p> <p>(a) Tenders must be received by MMPRC at the address and no later than the date and time clause 2.6 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.3	<p><b>Late Tender:</b></p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 4.2. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>

<b>5.</b>	<b>Evaluation</b>
5.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
<b>6.</b>	<b>Tender Security and Performance Guaranty (Not applicable)</b>
<b>7.</b>	<b>Advance Payment - applicable as per procedure Advance Payment Guaranty (Not applicable)</b>
<b>8</b>	<b>Penalty &amp; Contract Termination</b>
8.1	<b>Penalty:</b> MMPRC shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.
8.2	<b>Contract Termination:</b> If the Selected Party fails to carry out any obligation under the Agreement, MMPRC may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.

**Section 2 - Evaluation Criteria**

Area	Details	Marks
Contract Price	The bidder proposing the lowest “Fee” shall receive a maximum mark of forty-five, and for remaining proposals marks will be allocated on pro rata basis.	45
Profile	Marks will be given as follows; <ul style="list-style-type: none"> <li>• Details of the Band and Band members along with the National Identity copies of all members</li> <li>• CV of the band leader. (band leader should have 2 years of experience)</li> <li>• Number of years in service</li> </ul>	35

	Marks will be awarded based on the relativeness of the work to be carried out by the party and the documents submitted	
Past Experience	<p>Marks will be given as follows;</p> <p>a) Maximum mark of 20 will be given if a minimum of 3 experience letters (as per clause 6) is submitted.</p> <ul style="list-style-type: none"> <li>➤ 3 letters: 20 marks</li> <li>➤ 2 letters: 12 marks</li> <li>➤ 1 letter: 06 marks</li> </ul> <ul style="list-style-type: none"> <li>• Must submit Letters of similar projects undertaken within the past 5 years from the date of this announcement.</li> <li>• The Past Experience letter should include the name/ details of the project along with the contact details for reference.</li> </ul> <p>If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.</p>	20
	<b>TOTAL</b>	<b>100</b>

**AUDITION PERFORMANCE Evaluation - 100 Marks**

After a careful evaluation, based on the evaluation criteria the 03 bidders who receive the highest marks will be invited for an audition performance evaluation.

The audition performance evaluation will be sent to the 03 shortlisted bidders at least three days prior to the day of audition.

A venue for the audition should be arranged by the shortlisted bidders and if there is any cost involved it should be borne by the selected bidder. The venue should be in the Greater Male' area.



If any bidder fails to attend or withdraw from the audition performance evaluation, the bidder **will be disqualified** from the evaluation.

Marks for the audition performance evaluation will be awarded based on the following areas;

- **Choice of songs:** The bidder should perform 02 Dhivehi (including 1 cultural song), 01 English and 1 German song from the list provided in the proposal.
- **Overall band performance:**
- **Audience engagement**

Final marks calculation based on the technical evaluation and presentation.

<b>Submitted Documents</b>	
Contract price	45
Profile	35
Past Experience	20
Total (Submitted Documents)	100
Percentage (Submitted Documents)	50%
Total (Audition Performance)	100
Percentage (Audition Performance)	50%
Final Marks	50% + 50% = 100%

### **Section 3 - Scope of Work**

#### **1. INTRODUCTION**

Maldivian Evening is a gala networking event coordinated by MMPRC on behalf of the Maldives tourism industry for the international and German travel trade partners, media, dignitaries and other stakeholders. The aim of the event is to gather key partners in one place to celebrate, network and thank them for their support given in the past year(s) to the Maldives Tourism Industry.

Maldivian Evening is traditionally an annual event held in conjunction with ITB Berlin, the World's leading Travel Trade Show. ITB is also the largest tourism event participated by Maldives with the highest representation of Maldives tourism industry partners in attendance at the Maldives stand working under the unified Maldives brand umbrella to promote the destination with approximately 200 Maldivian partners from 90 companies represented at ITB.

With approximately 600 people in attendance, the Maldivian Evening which will be held under a Maldives inspired theme will include official speech(es), dinner, raffle-draws, local experiences of Maldivian dances, music and entertainment amidst the networking.

#### **2. SCOPE OF WORK**

As part of the entertainment for the Maldivian Evening and to showcase the talent of the Maldivian musicians to the local and international tourism industry, Maldivian Music Band will be given the opportunity to perform during the Maldivian Evening which will be a highlight of the evening.

The scope of the selected Band who will perform at the Maldivian evening include the following;

1. Live performance during the Maldivian Evening on Tuesday, 5th March 2024 between 1900-0000 hrs at the venue (TBC) in Berlin.

2. Selection of a repertoire of songs/music which includes slow and upbeat music (mix of Dhivehi, English, trending songs, and your own original songs) according to the programme schedule of the evening briefed by MMPRC.

### 3. PERFORMANCE MUSIC & TRACKS

1. Songs should be Dhivehi, English, and Band's own original songs
2. The band should play traditional Maldivian songs (Eg; Boduberu) during the event according to the programme briefed by MMPRC
3. Song list should be included with the proposal
4. Band members attire should be according to the theme of the Maldivian Evening. Details to be shared by MMPRC once the theme is finalized

### 4. TRAVEL PERIOD

Travel period to Germany will be from 04-07 March 2024 with the following tentative travel and on-ground itinerary;

DATE	ACTIVITY
Mon, 04.03.24	Arrival in Berlin
Tue, 05.03.24	Afternoon: Sound set up Evening: Maldivian Evening Performance
Wed, 06.03.24	Day at leisure
Thu, 07.03.24	Departure from Berlin

### 5. FEE

The bidder can propose a preferred fee for the performance between MVR 15,420.00/- and MVR 46,260.00/-.

### 6. COSTS COVERED

MMPRC will be covering the cost of travel, accommodation, visa and transportation in Berlin and pocket money. Below is an estimated breakdown of costs that will be borne by MMPRC. Costs due to date change or change in itinerary by the traveler will not be borne by MMPRC.

<b>Cost Covered by MMPRC</b>	
Airfare (Male/Berlin/Male) ( 6pax)	
Accommodation 3 days in Berlin ( 6pax)	
Food per diem (6 pax)	
Pocket Money ( 6pax)	
Visa Fee ( 6pax)	
Travel Insurance (6 pax)	
Band Equipment Hire	
Sound+Light Support	
Band performance fee	