

# Launching and opening ceremony of Savaadheeththa Dhathuru – Maldives Yacht Rally 2024

By Maldives Integrated Tourism Development Corporation

## TERMS OF REFERENCE

### 1. Introduction

Maldives Integrated Tourism Development Corporation (MITDC) is a 100% Maldivian Government State Owned Enterprise and has been mandated with the development of integrated tourism in local inhabited islands of the Maldives.

The Maldives Yacht Rally 2024 (branded as “Savaadheeththa Dhathuru”, hereafter referred to as Rally) is a sailing event organized by the Maldives Integrated Tourism Development Corporation (hereafter referred to as MITDC) which invites Yachtsmen from across the globe to participate in a journey across the Maldives seas, making stops at local islands, exploring the heritage, experiencing famous dive sites and sandbanks etc.

This remarkable rally will commence its journey from the picturesque locale of K. Kudagiri. Our opening ceremony is scheduled to take place in K. Kudagiri, setting the tone for an exciting and memorable event. We will be crossing the equator and ending the voyage to the most southern point of Maldives located in S. Gan. we will be hosting our gala night in S. Gan as well.

### 2. Event Information

1. Proposed Venue: K. Kudagiri, Area at the southern west, approximately 200 meters away from the jetty.
2. Number of PAX: maximum 150
3. Event Date: Saturday, 10<sup>th</sup> February 2024 from 1530 Hrs. to 1800 Hrs.
4. Stage: 10x16 ft (or 8x16 ft) LED display at the middle and 8x16 ft backdrop banner at each side
5. MTCC cargo ferry service will be available FOC
6. MTCC speed boat transfer will be available FOC
7. 50 Nos MITDC Vertical banner flags along the walkway together with Kudagiri flags
8. Rally launch videos and presentations are to be played on the display with good sound reach.
9. Theme colors of the event:

1	2	3	4
#29669D	#6099AA	#3A9C9F	#FFFFFF
10. Round tables and chairs are to have clothe coverings white colors 4 and 3
11. MITDC will provide workforce resources for the setup and disassembling needs if required.



## 2. Scope of Work

### 2.1 Venue Setup, Decoration and Event Management

- a) Prepare a stage concept design (should include backdrop and seating designs and get approval latest by 9<sup>th</sup> Jan 2024)
- b) Seating: banquet style
- c) Setup, decoration, and management of the event as per the design
- d) Setup and management of minimal lighting and sound for the event
- e) LED screen for stage (example size: 10x12 ft or 8x16 ft)
- f) Podium (decorated with bouquet, Podium should be concealed with monitor displaying speech)
- g) Tables / Chairs with covers and centerpieces
- h) Microphones for podium and 2 x pin MIC for MC(s)
- i) Ambience Music
- j) Photography and videography of the event in Full HD (1920 x 1080)

### 2.2 Refreshments

- a) Setup, decoration, and management of refreshment in buffet style
- b) Finger foods
- c) Tables / Chairs with covers and centerpieces
- d) Short eats (should include savory and sweet items)
- e) Drinks (soft drinks / fresh juices)
- f) Tea and Coffee
- a) Drinking water
- b) Dhufun

## 3. Deliverables

- a) The venue should be timely set up in advance.
- b) Caterings for 150 pax as in Event Information
- c) Venue setup and decorations as in Scope
- d) Minimal Lighting and Audio and ambience as in scope
- e) Successful timely start of the event with all preparations completed in advance.
- f) Upon completion of clearance of the venue
- g) Management of all logistics (transportation provided) of materials and equipment for the event including setting up and clearance.
- h) During the event time share some #HappeningNow pictures and short videos to MITDC marketing for social media updates.
- i) Upon completion of the event, share cloud drive link containing the event pictures and videos within 1 week of the event end.

## 4. Failures in compliance, requirement and/or deliverance

MITDC reserves the right to penalise and fine the awarded event managing vendor(s) in the situation of the launching event couldn't commence timely and successfully.

### 4.1 Late commencement

Late commencement fine will be calculated and charged using the formula:  $CP \times 0.005 \times LD$

*Whereas:*

CP = Total "contract price" of the vendor

LD = "Late duration" – time difference between actual commencing time and the time it was supposed to commence (as mentioned above in the information 2.5)

#### 4.2 Under quality deliverance

Any costs related into resolving the quality assurance to meet the requirements and scope of this TOR should be responsibility of the respective vendor(s) and not reimbursable.

### 5. Duration of contract

Upon agreement signing until 2 weeks where all deliverables should be completed.

### 6. Monitoring and progress controls

1. The consultant will report to the focal point appointed by MITDC for the duration of the contract.
2. The copyright of all photos and videos will be held by MITDC. Publication or dissemination of works performed by the consultant is not permitted.

### 7. Proof of Experience and other required documents

1. Proven experience in the field of work or related to demonstrate the capability to carry out this event as per the scopes, information, and deliverables.
2. Each party may submit only 1 (one) bid.
3. Bids should be submitted in two separate envelopes.

#### Envelope 1

- Business Registration Certificate
- GST Registration Copy
- MIRA Tax Clearance (date note more than 30 days)
- Brief Portfolio or profile of The Firm showcasing previous works.
- Proof of ability to undertake this assignment, in the form of reference letters (of relevant work)
- CVs of team / individuals.

#### Envelope 2

- Bid Submission Letter (Point 12 – page 6 out of 6)
- Price proposal with price breakdown with item lines (especially catering)

### 8. Bid Submission & Opening:

Bids should be submitted to MITDC (address below) in person by the representatives to MITDC on 7<sup>th</sup> February 2024 at 1030 hrs (10:30 am).

Address:

7<sup>th</sup> Floor, M. Iris (the corner building Infront of Justice building in Orchid Magu),  
Fareedhee Goalhi,  
Male', Maldives

## 9. Queries

For any queries and clarifications, you may call 3019911 or sent in writing to the below mail on or before 2100hrs on 6th February 2024.

Email: [info@mitdc.com.mv](mailto:info@mitdc.com.mv)

Subject: [Query] Opening Ceremony of SVD 2024

## 10. Evaluation criteria

The evaluation of the service providers will be weighted both in terms of the financial and technical evaluation, where the scoring will be distributed as follows:

Criteria	Score
<b>Financial Evaluation</b>	<b>40</b>
- Clear financial proposal of proposed fee in MVR inclusive of GST	
<b>Technical Evaluation</b>	<b>60</b>
- Portfolio showcasing previous works of photography/videography, with minimum 3 reference letters.	20
- Portfolio showcasing previous works of event management with reference letters.	20
- Brief portfolio showcasing previous similar works to demonstrate the capability to mobilize resources and deliver in short notice with reference letters.	20

The award of the contract will be made to the consultant whose offer has been evaluated and determines as.

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (60%), and financial criteria (40%).

## 11. Intellectual Property

- The consultant must agree explicitly that all components of the works submitted are indeed original creations of the consultant. Any intellectual property infringement, misuse, or plagiarism of another's work in any form or state will result in immediate termination of the contract.
- MITDC will not bear any responsibility for the Consultant's illegal or inappropriate use of copyrighted material and the Consultant agrees to bear full responsibility for any consequences for such actions.
- Photographic and Videography contents and all related materials shall remain the sole property of Maldives Integrated Tourism Development Corporation.
- Any decision made by the MITDC Bid Evaluation Committee regarding any matter in question of the bids shall be final.

## 12. Format of Bid Submission (to be completed by Each Bidder and included in the bid submission)

To:

The Maldives Integrated Tourism Development Corporation Ltd. 07<sup>th</sup> Floor, M. Iris Orchid Magu, Male', Maldives

Project: Event management of the Opening ceremony of Maldives Yacht Rally 2024

Having examined the documents and all relevant Amendments / Addendums for the execution of the Project, we the undersigned, offer to execute and complete the works wherein in conformity with the Bid Documents for the prices quoted as follows:

#	Project	Proposed pricing (MVR)
1	Event management of the Opening ceremony of Maldives Yacht Rally 2024	

We understand and agree that if our Bid is accepted that we shall be available to commence works within seven days of receipt of the Letter of Award and to execute the works in accordance with the Service Agreement until completion of the Project or until termination of the contract by the Employer.

We agree to abide by this Bid and to remain available for execution of the Service Agreement for a Bid Validity of 30 days from the date of Bid Submission and that the price submitted shall remain binding until completion of this validity period regardless of whether the Employer has issued an acceptance to another party.

We accept that once the Letter of Award is issued to us, this Bid, together with the Letter of Acceptance and Notification of Award shall constitute a binding contract between us and the Employer until a formal Service Agreement is signed.

We understand that MITDC is not bound to accept the lowest or any Bid you may receive and that we will not hold MITDC liable for any costs incurred by us in association with the preparation, submission, and your final decision regarding this Bid.

Date this ..... day of .....2023

Signed by .....

In the capacity of.....having the authority to sign and submit bids

for and on behalf of .....

Name and Address of Signatory ...