

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**MINISTRY OF INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT
MALE', REPUBLIC OF MALDIVES**

REQUEST FOR PROPOSALS

***Event Management, Award Design and Production, Video Production, and
Memory Book Design and Printing for National Engineers' Day Celebration
2026***

Iulaan Number: (IUL)491-CDS3/491/2026/90

Issued Date : 18th June 2026

TERMS OF REFERENCE

Request for Proposal for Event Management, Award Design and Production, Video Production, and Memory Book Design and Printing for National Engineers' Day Celebration 2026

1. Background

His Excellency President Dr. Mohamed Muizzu formally declared 30th August as “Maldives Engineers’ Day”, to be observed annually at the national. The date was selected to coincide with the inauguration of the Sinamalé Bridge, the country’s largest infrastructure project.

The Ministry intends to celebrate National Engineers’ Day 2026 by recognizing the contribution of local engineers to national development.

As part of the celebration, awards will be presented to local engineers for outstanding achievement, innovation, leadership, and contribution to engineering and infrastructure development in the Maldives over the years.

The event will also include the design and launch of the National Engineers’ Day logo, together with a commemorative publication on the Sinamalé Bridge.

Accordingly, the Ministry invites proposals from qualified and experienced parties to provide event management services, award design and production, ceremony video production, logo design and launch arrangements, and the design and printing of the Sinamalé Bridge Memory Book.

2. Objective

The objective of this assignment is to engage a competent selected party to plan, design, coordinate and deliver a professional Engineers’ Day award ceremony, including all required creative, technical, logistical, production and printing services.

3. Critical Schedule

No.	Milestone	Date and Time
1	Announcement of TOR	18 th June 2026
2	Deadline for Bidder Registration	21 st June 2026, 1400hrs
3	Pre-Bid Meeting (In-Person)	23 rd June 2026, 1000hrs
4	Proposal Submission and Bid Opening	28 th June 2026, 1000hrs

Note: Bidders are required to attend the pre-bid meeting. Registration is mandatory for the pre-bid meeting during which project requirements will be shared with a questions and answers session. Bidders attending the pre-bid Meeting will be accepted for Bid Submission

4. Detailed Scope of Work

4.1 Event Management

The selected party shall plan, manage and coordinate the full event, including but not limited to:

1. Preparation of an event concept and programme flow;
2. Preparation of stage design and event branding;
3. Prepare the venue layout, including seating arrangements.
4. Carry out all works related to event decoration and venue setup.
5. Design, print, supply, and install the backdrop, banners, signages, and other event branding materials.
6. Provide the required sound system, lighting, LED screen/projector and other technical arrangements;
7. Provide photography and video coverage of the event, including key moments and award presentations;
8. Assist in managing multimedia operation during the ceremony;
9. Setup the registration desk;
10. Rehearsal coordination prior to the event;
11. Provide on-site event supervision and troubleshooting throughout the event.
12. Provide and arrange the red carpet.
13. Design, prepare, review, and display billboard artwork in line with the approved logo and branding guidelines, to advertise the event at prime locations in Malé area.
14. Dismantle all temporary setups and clear the venue after the event.
15. Any other work required to successfully carry out the event management.

4.2 Logo Design, and Launching

1. Designing and Launching of National Engineer's Day Logo

4.3 Award Design and Production

The selected party shall design and produce awards to be presented to selected local engineers.

The scope shall include:

1. Development of at least three (3) award design concepts for the Ministry's review;
2. Finalization of award design based on Ministry comments;
3. Production of high-quality physical awards/trophies/plaques;
4. Engraving of nominee/awardee names, categories, logos and event details;
5. Packaging of awards in suitable presentation boxes;
6. Delivery of completed awards before the event date.

The award design shall be finalized in consultation with the Ministry and shall be elegant, professional, durable and suitable for a national-level recognition ceremony.

4.4 Sinamalé Bridge Memory Book – Design and Printing

The selected party shall design, layout and print a commemorative Memory Book on Sinamalé Bridge.

The Ministry will provide the main content, including text, photographs and any available project information. The selected party shall be responsible for:

1. Development of the overall creative concept and design theme for the Memory Book;
2. Preparation of page layout and formatting;
3. Preparation of cover design;
4. Photo enhancement and arrangement;
5. Infographic or timeline design, where required;
6. Typesetting and formatting of text provided by the Ministry;
7. Proofreading support for layout consistency, formatting and visual presentation;
8. Submission of draft design for Ministry review;
9. Incorporation of Ministry comments;
10. Preparation of final print-ready artwork;
11. Printing and binding of the approved Memory Book;
12. Delivery of printed copies to the Ministry.

The Memory Book should reflect the importance of Sinamalé Bridge as the first bridge in the Maldives and as a milestone infrastructure project of national significance.

4.5 Video Production

The selected party shall produce videos for use during the award ceremony.

The scope shall include:

1. Production of nominee profile videos including preparation of nominee profiles;
2. This includes taking professional photographs / videos of the nominees suitable for a national-level awards ceremony, as well as collecting project photographs/videos, preparing short write-ups, captions, and voice-over/narration where required.
3. Editing of videos in a professional format suitable for screening at the ceremony;
4. Development of an opening video for the event, if required by the Ministry;
5. Preparation of short transition clips or title slides for award categories;
6. Inclusion of official logos, event branding and approved graphics;
7. Background music and sound mixing;

8. Submission of draft videos for Ministry review;
9. Incorporation of Ministry comments;
10. Delivery of final videos in high-resolution digital format.

The Ministry will provide available nominee details. The selected party may be required to assist in organizing, refining and presenting the content in a professional manner.

4.6 Creative and Branding Materials

The selected party shall prepare all creative materials required for the event, including but not limited to:

1. Event logo or theme adaptation, if required;
2. Invitation card design;
3. Digital invite or social media announcement artwork, if required;
4. Event backdrop;
5. Stage screen graphics;
6. Award category slides;
7. Name tags or table labels, if required;
8. Directional signages;
9. Programme booklet or event agenda, if required;

All designs shall be submitted to the Ministry for review and approval before production.

5. Inputs to be Provided by the Ministry

The Ministry will provide the following, where available:

1. List of award categories;
2. Names and details of selected nominees/awardees;
3. Information of nominees/awardees;
4. Content for the Sinamalé Bridge Memory Book;
5. Official logos and branding guidelines;
6. Event date, venue and guest list information;
7. Any official messages, speeches or programme requirements;
8. Comments and approvals on submitted designs and deliverables.

6. Implementation Timeline / Delivery Schedule

Refer to Annexure 1- Implementation Timeline/ Delivery Schedule

7. Minimum Requirements for the Selected party

The bidder shall demonstrate experience and capacity in the following areas:

1. Event management for official, corporate or government-level events;
2. Creative design and branding;
3. Award/trophy design and production;
4. Book design, layout and printing;
5. Video editing and multimedia production;
6. Ability to work within tight timelines;
7. Availability of qualified creative, technical and event management staff;
8. Ability to coordinate with multiple stakeholders.

8. Proposal Submission Requirements

This procurement will be conducted as a **Single-Stage, Two-Envelope Bid**. Accordingly, the Technical Proposal and Financial Proposal shall be submitted in separate sealed envelopes, and both envelopes shall be enclosed within one sealed envelope for submission.

Interested parties shall submit a proposal including the following:

8.1 Technical Proposal

1. A short understanding of the work.
2. Proposed event concept and basic plan.
3. Details of the team/persons who will carry out the work.
4. Relevant previous experience (Work completion letters and it should include project Start date / end date and the total project value)
5. List of related projects completed (refer to annex 2)
6. Samples or photos of similar work done before, if available.
7. Any support or information required from the Ministry.

8.2 Financial Proposal

The financial proposal shall include the total price and a simple cost breakdown for the following:

1. Event management and venue setup.
2. Stage, sound, lighting, LED screen/projector, and technical arrangements.
3. Branding, printing, banners, signages, and billboards.

4. Award design and production.
5. Video production.
6. Memory Book design and printing.
7. Staff, logistics, transport, and other related costs.
8. Applicable taxes.
9. Bidder shall provide the Company's financial statements (refer to annex 3 and annex 4)
10. If the total quoted price exceeds MVR 500,000, include a bid security of MVR 25,000 (bank guarantee from a Maldives-registered institution, valid for at least 3 Months.
11. If the total quoted price exceeds MVR 250,000 a Performance Guarantee of 8% is required by the winning bidder. Bidder shall provide the Performance Guarantee within the requested time frame by the Ministry
12. If the bidder is less than one year old from the establishment of the business, a bank account statement shall be submitted

The bidder shall clearly state the total quoted price and whether taxes are included or excluded and the quoted price should be valid for 120 days.

8.3 Company Documents

1. Company Profile Sheet (issued by the Ministry of Economic Development and Trade).
2. SME Registration Certificate (if applicable).
3. GST Registration Certificate.
4. Tax Clearance Report. (the tax clearance report must be dated after the TOR published date)
5. Company Profile

Above documentation should be included in the Financial Proposal

9. Evaluation Criteria

Proposals may be evaluated based on the following criteria:

Criteria	Weightage
Relevant experience and past performance	15%
Understanding of the assignment and proposed methodology	5%
Creativity and quality of proposed concept and productions	20%
Financial proposal	60%
Total	100%

The Ministry reserves the right to request clarifications, negotiate, accept or reject any proposal in accordance with applicable procurement rules and procedures.

10. Reporting and Coordination

The selected party shall report to the Ministry's designated focal point and shall attend coordination meetings as required.

All key designs, videos, printed materials, awards and event arrangements shall be subject to Ministry review and approval prior to final production or implementation.

11. Ownership and Copyright

All final designs, videos, artwork, photographs, graphics, layouts, editable files and printed materials produced under this assignment shall become the property of the Ministry.

The selected party shall not use, publish or reproduce any materials prepared under this assignment without prior written approval from the Ministry.

12. Confidentiality

The selected party shall maintain confidentiality of all information, documents, nominee details, photographs and materials provided by the Ministry. Such information shall not be disclosed to any third party without prior written approval from the Ministry.

13. Quality Requirements

The selected party shall ensure that all outputs are:

1. Professional and suitable for a national-level event;
2. Accurate and consistent with Ministry-approved content;
3. Visually attractive and technically sound;
4. Delivered within the agreed timeline;

5. Free from spelling, formatting, printing or production errors;
6. Suitable for official use and public presentation.

14. Payment Terms

Payment shall be made as a single payment upon successful completion of the full scope of services and satisfactory delivery of all required deliverables.

The selected party shall submit an invoice only after completion of the event and submission of all final deliverables, including awards, printed Memory Books, final videos, event materials, editable design files, and any other outputs required under the Contract.

Payment shall be processed subject to verification and acceptance of the completed works by the Ministry.

15. Submission of Proposals

Interested parties are invited to submit their proposals in accordance with the instructions provided in the Request for Proposal announcement.

The proposal shall clearly indicate the bidder's name, contact details, technical proposal, financial proposal and all required supporting documents.

Annexure 1- Implementation Timeline/ Delivery Schedule

National Engineers' Day 2026 - Summary Timeline						
No	Main Task	Description of Work	Start Date	End Date	Duration (days)	Remarks
1	Announcement and proposal submission	Publish announcement and allow bidders to submit proposals.	18-Jun-2026	28-Jun-2026	7	
2	Evaluation and award of work	Evaluate proposals, complete clarifications, select the party and issue award.	28-Jun-2026	30-Jun-2026	3	
3	Logo, theme and main branding	Design and approve the National Engineers' Day logo, event theme and main branding.	30-Jun-2026	05-Jul-2026	5	
4	Billboards and public promotion	Design, prepare, review and display billboard artwork in line with the approved logo and branding guidelines, immediately upon approval.	05-Jul-2026	09-Jul-2026	4	
5	Event concept and venue planning	Prepare, review and finalize event concept, programme flow, stage concept, layout and seating plan.	04-Jul-2026	24-Jul-2026	20	
6	Award design draft	Prepare, review and finalize award design.	10-Jul-2026	17-Jul-2026	7	
7	Award production	Produce awards, engrave names/categories, pack and deliver.	17-Jul-2026	16-Aug-2026	30	
8	Preliminary design of the Memory Book	Design, review and finalize the Memory Book design.	04-Jul-2026	11-Jul-2026	7	
9	Memory Book printing	Print and bind the Sinamalé Bridge Memory Book.	11-Jul-2026	10-Aug-2026	30	
10	Nominee content and videos	Collect nominee details/photos, prepare profiles, review and produce videos and ceremony media.	12-Jul-2026	15-Aug-2026	34	
11	Event materials and printing	Prepare, review and finalize invitations, banners, signages, backdrop, category slides and event print materials.	12-Jul-2026	15-Aug-2026	34	
12	Final event coordination	Prepare, review and finalize reception plan and technical arrangements.	01-Aug-2026	18-Aug-2026	17	

13	Final product readiness	All awards, videos, book, branding and printed materials to be ready for Ministry check and approval.	20-Aug-2026	20-Aug-2026	0	
14	Venue setup and rehearsal	Install stage, branding, technical setup, final testing and rehearsal.	26-Aug-2026	28-Aug-2026	2	
15	Event day	Full event delivery and on-site management.	30-Aug-2026	30-Aug-2026	0	
16	Dismantling and handover	Dismantle, clear venue and hand over final photos/videos and materials.	31-Aug-2026	31-Aug-2026	0	

Annexure 2-List of related projects completed

No	Name of Contract	Details of the work	Contract Start Date	Completion Date	Total Contract Value
1					
2					
3					
4					
5					

Annexure 3- Average Annual Turnover

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2025		
2024		
2023		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

Annexure 4- Financial Situation and Performance

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2025:	Year 2024:	Year 2023:
Information from Balance Sheet			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			
Information from Income Statement			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			
<input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statements must be complete, including all notes to the financial statements. 			
<ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods 			