



REQUEST FOR PROPOSAL

Event Management – Maldives Finance Forum 2026

REQUEST FOR PROPOSALS (RFP)

Event Management – Maldives Finance Forum 2026

Issued By: Maldives Pension Administration Office

Event Date: 14 November 2026

Event Information: financeforum.mv

Event Details:

- **Event Date:** November 14, 2026
 - **Event Time:** 08:00 – 17:00
 - **Location:** dusitD2 Feydhoo Maldives
 - **Venue Access:** November 13, 2026, starting at 00:00 hours
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1. Overview

The Maldives Finance Forum 2026, organized by the Maldives Pension Office, will take place on November 14, 2026. The event will convene approximately 200 high-level delegates, including policymakers, financial regulators, institutional investors, international finance partners, and industry leaders. As the Maldives' premier platform for financial sector development since 2012, this year's forum centers on the theme: "Green Finance: Unlocking Sustainable Investment and Financial Security in the Maldives". The full-day event will address urgent climate risks by exploring how to mobilize capital toward renewable energy, resilient infrastructure, and the blue economy shifting sustainability commitments into practical investment strategies and long-term economic resilience.

2. Scope of Work & Deliverables

The selected Event Manager will be responsible for end-to-end technical, creative, and logistical arrangements, as outlined below and detailed in the event brief:

- **Seminar Hall Setup & Branding:** Complete venue branding, including a main stage equipped with LED screens, canvas backdrops, professional sound and lighting systems, and a branded podium.
- **Stage & Content Management:** Professional coordination of the event agenda, including sequencing and managing all visual content displayed on stage screens. Supply and manage down-stage comfort monitors for presenters and panelists.
- **Panel Setup:** Provision of stage microphones and appropriate furniture (e.g., sofas, chairs, tables, or cubes) for panel discussions.

Note: This requirement is specifically for stage/panel seating only; standard audience seating (chairs and tables) for all the participants will be provided by the venue and is not part of this deliverable.

- **Registration & Branding to the restaurant:** Design and setup of the registration desk. Brand visibility setup (directional signposts) at the restaurant during lunch sessions.
- **Photo Backdrop:** Dedicated setup for participant photos, during the coffee breaks.
- **Media Production:**
 - **Photography:** Comprehensive coverage providing live photographs for online media coverage. The final edited photos must be delivered within 3 days post-event.
 - **Videography & Live Streaming:**
 - Full event multi-camera recording with live casting capability to stage screens. Full event livestreaming to Pension Office social media platforms.

Note: A dedicated fiber connection will be provided by an Internet Service Provider. The Event Manager must test and verify its connection and stability prior to the event.

- Video Deliverables:
 - Morning Highlight Video: A short highlight video of the morning session delivered during the lunch break for social media.
 - Evening Highlight Video: A short highlight video of the afternoon/evening session delivered by the end of the event day for social media.
 - Post-Event Deliverables: A comprehensive full-event highlight video and all complete event recordings delivered within 3 days post-event.

3. Logistics and Brand guidelines:

- **Logistics:** The Event Manager is responsible for all logistics in coordination with dusitD2, including transport of all equipment and the transport, food, and accommodation for the project crew.
- **Branding and Design:** Design, production, and installation of all physical and digital branding materials. The Pension Office will provide core brand elements, including logos, color schemes, and typography

4. Key Milestones & Timeline

Phase 1: Pre-Event Deliverables (Post-Contract Signing)

- **Concept Finalization:** Finalize creative concept and event layout — Within 5 calendar days of contract signing.

- **Logistics Plan:** Submit and present the complete logistics, crew accommodation, and transport plan — Within 7 days of contract signing.
- **Branding & Visuals:** Deliver and finalize all design assets, stage backdrops, and visual content for LED screens — Within 10 days of contract signing.
- **Technical & Stream Verification:** Complete technical site visit at dusitD2 to test fiber stability and livestreaming setup — 7 days before the event.
- **Final Media Schedule & Content Run-Sheet:** Submit the final video production schedule and stage content queue — 3 days before the event.

Phase 2: Event Procurement & Execution Schedule

- **Expression of Interest (EOI) to submit via google form :** October 24, 2026 @ 15:00 PM (<https://forms.gle/YtqFvM1NMsj7CMCm7>)
- **Information Session:** October 25, 2026 @ 11:00 AM at Maldives Pension Administration Office, Allied Building, 8th floor, Chaandhanee Magu, Malé, Maldives
- **Enquiry Submission Deadline:** October 27, 2026 @ 11:00 AM (via admin@pension.gov.mv)
- **Bid Submission & Opening:** October 29, 2026 @ 11:00 AM at Maldives Pension Administration Office, Allied Building, 9th floor, Chaandhanee Magu, Malé, Maldives
- **Venue Access & Setup Start:** November 13, 2026 @ 00:00 hrs
- **Formal Rehearsal Ready:** November 13, 2026 (16:00 - 19:00)
- **Event Execution:** November 14, 2026 (08:00 – 17:00)
- **Dismantling & Cleanup:** November 14, 2026 (Post-event)

5. Proposal Requirements

Proposals must be quoted in Maldivian Rufiyaa (MVR), inclusive of GST, and must include the following components:

- **Detailed Approach:** A creative and technical breakdown detailing execution for each deliverable, including any unique provisions.
- **Company Experience & Portfolio:** Evidence of managing at least three (3) similar full-day conferences or forums with 150+ participants within the last 5 years. Additional points will be awarded for past successful projects with the Maldives Pension Office.
- **Project Team Credentials:** Resumes of key project personnel highlighting expertise in event management and graphic design.
- **Media Team Portfolios:** Separate portfolios and client testimonials for the videography team (full recording, live stream operators, and highlight editors) and photography team.

6. Evaluation Criteria

Criteria	Description	Marks
Price	Total quoted price (inclusive of all applicable taxes)	50
Creativity & Approach	Quality and originality of the proposed methodology	20
Experience	Demonstrated portfolio of similar past events with reference letters	10
	Past successful projects with the Maldives Pension Office	10
Project Team	Qualifications, resumes, and technical capabilities of team members	10

7. Compliance Requirements

All vendors must be compliant with the Maldives Pension Act.

MPAO reserves the right to reject or not evaluate proposals from vendors who do not meet compliance requirements.

8. Submission Deadlines (2026)

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9. Submission of Proposals

Proposals must be submitted in sealed envelopes, clearly marked **“Event Management Maldives Finance Forum 2026”** to the following address by 29th October 2026, 11:00 a.m.

Submission Address:

Maldives Pension Administration Office
8th Floor, Allied Building, Chaandhanee Magu,
Male', Maldives.
