



**MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH
PROJECT (MEERY: P163818)**

Ministry of Higher Education
Republic of Maldives

Consultancy Firm to provide Photography and Videography Services (Local Firm)

(Procurement Ref: MV-MOHE-184326-CS-CQS)

DOCUMENT CHECKLIST

All applicants are encouraged to use this checklist to facilitate the preparation of the Expression of Interest.

<u>CRITERIA</u>	<u>DOCUMENT DETAILS</u>	(✓)
<ul style="list-style-type: none">• Letter of Expression of Interest	<i>Must submit Letter of Expression of Interest.</i>	
<ul style="list-style-type: none">• Firm/Institute Registration Certificate (Valid)	<i>Must submit copy of Company//Institute Registration Certificate.</i>	
<ul style="list-style-type: none">• Company Profile	<i>A short company profile.</i>	
<ul style="list-style-type: none">• MIRA Tax Registration	<i>Must submit certificate.</i>	
<ul style="list-style-type: none">• Pension Registration	<i>Must submit certificate/proof of participation in pension scheme.</i>	
<ul style="list-style-type: none">• The firm should have undertaken and satisfactorily executed at least 5 related or similar projects with the last 5 years.	<i>The firm must provide details on their experience. The required experience of the firm should reflect similar assignments completed/ongoing as a firm. Nature and duration of such assignments should be indicated. Firm must submit supporting documents (such as completion certificates) showing evidence of the requirements.</i>	
<ul style="list-style-type: none">• Written Documentation stating availability of each key staff of the proposed team for the assignment.	<i>The applicant must ensure to explicitly state the elected key staff and their availability to participate in this assignment clearly in their application.</i>	
<ul style="list-style-type: none">• Curriculum Vitae (CV) of all key staff/proposed team.	<i>Curriculum Vitae (CV) of key staff/proposed team must be submitted.</i>	