



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

Ministry of Higher Education
Republic of Maldives

Procurement of Event Management Services for Webinar Series

Announcement No: (IUL) 475-PMU/475/2021/64

Date: 15th February 2021

INFORMATION FOR BIDDERS

The Ministry of Higher Education now invites quotations from eligible bidders for the following services

DETAILS:

To organise and host a webinar series.

Required to provide Technical Assistance to host the Webinar series.

Online Event Hosting:

The webinar will be held once a week for 4 weeks.

Duration and frequency: 1:30 Mins x 4 sessions

Video recording: Recording of each session

Number of participants: Unlimited (Assist in increasing the number of relevant participants)

Preparation of slides (content to be provided)

Assist in event promotion.

Webinar to be held in early March.

EVALUATION CRITERIA:

The evaluation criteria are as follows:

Details	Points
Company/Sole Proprietorship Registration	Compulsory
MIRA Tax Registration – If Applicable, For locals only	Compulsory
Price	80
Experience (Maximum 2): [conducted work similar to requirement in past 3 years – 10 Points Each], [Other Projects of related nature in past 3 years – 5 Point Each]	20

Important Information to be noted:

- Technical Specification is provided in the RFQ Document.
- Kindly adhere to all terms given in Section A and Section B of the RFQ document.
- **Please make sure to complete and submit Section B. The quotation will not be accepted without this.**

QUOTATION SUBMISSION:

Quotation submission is on **21st February 2021 (Sunday), at 13:00 Hours** in Project Management Unit, MoHE (2nd Floor, Fen Building, Ameenee Magu, Male', Maldives).