



MINISTRY OF TOURISM  
REPUBLIC OF MALDIVES

**Celebrating World Tourism Day 2021**  
***(IUL No: (IUL) 88-SS/88/2021/72 dated 19 August 2021)***

**Information for Bidders**  
**(Event Management)**

**Background**

The Ministry of Tourism in collaboration with Addu City Council will be celebrating World Tourism Day 2021 in Addu City. Various activities are being planned to carry out during the period from 27<sup>th</sup> September to 3<sup>rd</sup> October 2021. As such the Ministry of Tourism is looking for an event management team to coordinate, organize and arrange the following activities at 3 different locations of Addu City.

1. Tourism Job Fair & Career Guidance
2. Children's Festival
3. Tourism Evening (Official Ceremony)

**Deliverables**

**1. Tourism Job Fair & Career Guidance**

**Event Date:** Friday, 1<sup>st</sup> October 2021

**Event Time:** 14:00 – 21:30

**Event Venue:** Sharafuddin School / Hithadhoo/ Addu City

**Target Audience (Attendees):** Open for public (free entrance with registration)

**Scope of the Work:**

- Overall setup, decoration and management of the event venue
  - Hall & walkway decoration / table arrangements
  - Exhibition 50 stalls setup, each booth size is 3sqm
  - Each stall with 2 tables and 4 chairs with covers, 2 power socket, 1 dustbin, name of the exhibitor
  - Sound and lighting
  - Ambience music
  - Registration desk with a backdrop
- Passes (Name tags) with accessories for the exhibitors
- Event photography (should provide photos for social media throughout the event)
- Promotional materials and social media ads



## 2. Children's Festival

**Event Date:** Saturday, 2<sup>nd</sup> October 2021

**Event Time:** 16:00 – 21:00

**Event Venue:** City Square / Hithadhoo / Addu City

**Target Audience (Attendees):** Open for Public (free entrance) / Children

**Scope of the Work:**

- Venue setup and decoration (to submit a concept)
- Entrance backdrop
- Stage setup for performances
- Sound and lighting (outdoor)
- Stage backdrop design and setup
- Setup for announcements
- Event photography (should provide photos for social media throughout the event)
- Promotional materials and social media ads

## 3. Tourism Evening (*Official Ceremony*)

**Event Date:** Sunday, 3<sup>rd</sup> October 2021

**Event Time:** 20:00 – 23:00

**Event Venue:** Dhoogas / Gan / Addu City

**Attendees:** approximately 350 PAX (by invitation only)

**Scope of the Work:**

- Overall setup, decoration and management of the event venue (to submit a concept design)
  - Theme (Maldivian Culture)
  - Event venue & walkway setup and decoration (table arrangements / flags / signboards)
  - Entrance Backdrop
  - Stage setup and Backdrop
  - LED Screen for the stage (with graphics)
  - Podium (with deco)
  - Sound and Lighting
  - Tables and chairs (with covers, arrangement 6 PAX per table)
  - Table tops (labels and holders)
  - Setup and arrangements for buffet area with lighting
  - Setup and arrangements for Live music and performance (5-piece band)
- Stalls for showcasing culture, arts, crafts and culinary talent
- Event photography with group photos (should provide photos for social media throughout the event)

## Coordination and Arrangements

The selected party will work under the guidance of Ministry of Tourism. All logistics (travel, transportation food and accommodation) for the team members should be arranged by the catering team.



## Proposal / Requirements

The proposal should include the following;

1. A company profile (*including names and profile of team members*),
2. Copy of company registration certificate from MED
3. Past Experiences/Similar projects undertaken with supporting documents, if any
4. Copy of SME registration certificate from MED
5. Copy of GST registration certificate from MIRA
6. MIRA Tax clearance report
7. Quoted price (with breakdowns for each event)
8. Duration to complete the work

## Coordination and Arrangements

The selected party will work under the guidance of Ministry of Tourism. All logistics (travel, transportation food and accommodation) for the team members should be arranged by the event management team.

## Evaluation Criteria

The parties should have the ability to work independently while working closely with Ministry of Tourism, in order to carry out the tasks. Proposals will be evaluated based on the following criteria;

1. Price: 50% (lowest quoted price x 40)
2. Concept design: 30% (*Creativity / relevance to the theme / LED graphics*)
3. Experience: 10% (*Reference letters of similar projects carried out with pictures, minimum 5*)
4. Financial capability: 10% (*bank statements for the last three months*)

## Awarding the Project

1. The project will be awarded to the highest scorer from the evaluation as per the evaluation criteria above.
2. If the agreement is not signed within 5 days of the receipt of Notification of Award, the next highest scorer will be awarded the project.

## Deadline

Sealed proposals should be submitted with the envelope labeled "**Proposals for World Tourism Day 2021 Event Management**" on or before **13:00hrs of Tuesday, 31st August 2021**, addressed to;

Ministry of Tourism  
5th Floor, Velaanaage  
Ameer Ahmed Magu  
Male', Republic of Maldives

## Contacts/Focal Points

For any clarifications or additional information, please contact;

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