



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**  
**(Catering)**

**Background**

The Ministry of Tourism in collaboration with Addu City Council will be hosting the official event to celebrate the World Tourism Day 2021 in Addu City. The event will be held on Sunday, 3<sup>rd</sup> October 2021. As such the Ministry of Tourism is looking for a party to cater for the event.

**Deliverables**

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

**Event Time:** 20:00 – 23:00

**Event Venue:** Dhoogas / Addu City

**Attendees:** approximately 350 PAX

**Scope of the Work:**

- Set up and arrangement buffet style
- Plates, cups, glasses and cutleries
- Dinner (3 course meal, local and international dishes and live stations. Should include at least one local variety in each course)
  - Appetizers (minimum 2 varieties)
  - Main course
    - i. Meat, vegetables, rice/noodles/pasta dishes
    - ii. Side Dishes (minimum 4 varieties)
    - iii. Live grill station
  - Desert (minimum 3 varieties)
- Serving to some tables (with table attendants)
- Drinks
  - Fresh Juice (minimum 2 varieties)
  - Soft drinks
- Tea / Coffee
- Water and dhufun

**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;
  - A company profile (*including names and profile of team members*),
  - Copy of company registration certificate from MED
  - Past experiences/similar projects undertaken, with supporting documents if any
  - Copy of SME registration certificate from MED
  - Copy of GST registration certificate from MIRA
  - MIRA Tax clearance report
  - Quoted price
  - Duration to complete the work
- Proposals that do not include the above documents will be considered incomplete and will not be qualified for evaluation

## Evaluation Criteria

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

1. Price: 40% (lowest quoted price x 40)
2. Menu: 40% (variety, authenticity)
3. Experience (15%) – (*Reference letters of similar projects carried out with pictures, minimum 5*)
4. Financial capability (5%) – (*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 Tourism Evening Catering**” on or before **13:00hrs of Tuesday, 31<sup>st</sup> 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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