

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES

Information Sheet

To Hire a Video Production Firm to make the Official Video for the Maldives Tourism Golden Jubilee Year Theme Song “Nala Nala Raajje”

Section 1 – General

1.1 Announcement Number: (IUL)88-ADHR/88/2021/95

1.2 Announcement Date: 16 November 2021

1.3 Project:

Hiring a Video Production Firm for the production of the Official Video for the Maldives Tourism Golden Jubilee Year Theme Song “Nala Nala Raajje”

1.4 Purpose:

The purpose of this bid is to invite interested vendors to submit proposals for the Production of the Official Video for the Maldives Tourism Golden Jubilee Year Theme Song “Nala Nala Raajje”.

Section 2 – Scope of Work

2.1 Description:

The selected party is required to work with the Ministry of Tourism to produce a video for “Nala Nala Raajje”, the theme song of Maldives Tourism Golden Jubilee Year, that will be used in all celebrations throughout year 2022. The selected party shall create the theme, content, and carry out the editing and postproduction of the video.

2.2 Timeframe:

All project activities will commence on 6th December 2021 and shall be completed no later than 26th December 2021.

2.3 Deliverables

2.3.1 Develop a Storyboard for the video. The video story board shall include but is not limited to below elements. The vendors are free to add any other themes relevant to the lyrics of the song or of Maldives.

- Beginning of Tourism
- Island community life
- Local culture, food, and activities



- Smiles and Maldivian hospitality
- Underwater
- Bioluminescence planktons (Redhan)
- Surfing (watersports)
- Wetlands
- Local entertainment (boduberu, bandiya etc)

2.3.2 Band Detune must be featured.

2.3.3 The video must be subtitled in English

2.3.4 The footages used in the video should be owned by the contractor or must be new footages.

2.3.5 The video shall be fully produced, edited, and delivered as per the schedule

2.3.6 Contractor will collaborate with and arrange for reviews and approvals with Ministry of

2.3.7 Tourism for the concept development, rough cut, and final cut of the videos.

2.3.8 Contractor will provide professional video production and will use professional grade editing applications such as Adobe Premier or Final Cut Pro and After Effects.

2.4. Contractor Travel:

The contractor identified for this work assignment bears the cost of transportation and accommodation expense, for the production of this video.

2.5. Payment:

The Ministry of Tourism make the payment in full upon submission of the final video to the Ministry

Section 3 – Instruction to Tenderers

3.1. Eligible Tenderers:

A Tenderer may be a person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.

3.2 Clarifications of Bidding document, project, scope of works: please email admin@tourism.gov.mv on or before Wednesday, 24th November 2021, 1300 hrs. (local time)

3.3 Submission of Tenders:

Venue: Ministry of Tourism, 5th Floor, Velanaage, Male'

Date: Sunday, 28th November 2021

Time: 1100 hrs.

Proposals that are received by Ministry of Tourism after the deadline indicated above, for whatever reason, shall not be considered for evaluation.



Section 4 – Preparation of Tenders

4.1 Cost of Tendering:

The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Ministry of Tourism shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4.2. Language of Tender:

The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Ministry of Tourism, shall be written in English or Dhivehi Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Dhivehi, in which case, for purposes of interpretation of the Tender, such translation shall govern.

4.3 Documents Comprising the Tender (Submission Documents):

- a) Bid Submission Form/Bidding Document (Annex 1)
- b) Profile of the Tenderer
- c) Quotation
- d) Copy of Registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society
- e) Copy of GST Registration Certificate
- f) SME Registration Copy
- g) Tax Clearance Certificate issued by MIRA
- h) Past and Similar experiences: Reference letters from previous customers/clients reflecting the nature of the projects implemented and the role of the company. Or creative frameworks the bidder had worked with other companies with similar work undertaken. Must include links to the past work.
- i) Period of Delivery: before 25th December 2021
- j) If the project value is above MVR 500,000.00, a bid security of MVR 5000 should be submitted.

Section 5 – Submission and Opening of Tenders

5.1 Deadline for Submission of Tenders:

(a) Tenders must be received by the Ministry of Tourism at the mentioned address and no later than the date and time clause 2.2 of this document.

5.2 Evaluation

The tender evaluations will be carried out as per the evaluation criteria stated under Section 4 of this document. No other evaluation criteria or methodologies shall be permitted.



Section 6 – Evaluation Criteria

Area	Details	Marks
Total Price	Marks will be awarded on smallest price	15
Storyboard	All the deliverables under 2.3 of Scope of work (Section 2) must be fulfilled. The storyboard will be evaluated for its creativity, representation of theme and uniqueness, quality etc	55
Quality of the Work	Creativity of story board Video should be presented in 4K	5
Team members	The position requires a detail-oriented, organized, self-starter with strong problem-solving skills, who can work both independently and collaboratively. The contractor shall have knowledge of video production techniques and knowledge of equipment used for production and editing.	5
Past work and similar experiences	Minimum 3 reference letters of similar projects undertaken. This reference letter should include the name of the project along with the contact details for reference. Samples of videos and other related works of the references provided should be submitted along with the proposal. Marks will be awarded based on the quality of the works submitted as proof and the relatedness of the works submitted as per MoT requirements. Also based on the adequate knowledge and the contractor shall have proven experience in the field of video production to carry out the works.	20

Section 6 – Focal Point from the Ministry of Tourism

For any clarifications or additional information, please contact;

Mr. Hassan Saeed
Tel: 3022231
Mobile: 9977333
Email: hassan.saeed@tourism.gov.mv

General Tel: 3022207
General email: admin@tourism.gov.mv