



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

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**Information Sheet**  
**To Hire a party to provide images for the Experience Booklet**

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15<sup>th</sup> December 2021

<b>Section 1 - Instruction to Tenderers</b>		
<b>1.</b>	<b>General</b>	
1.1	Announcement Number:	(IUL)MMPRC-PRO/1/2021/67
1.2	Announcement Date:	15th December 2021
1.3	Project:	To Hire a party to provide images for the Experience Booklet
<b>2.</b>	<b>Procedure of Tendering</b>	
2.1	<p><b>Eligible Tenderers:</b></p> <p>a) A Tenderer may be a sole proprietor, 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</p> <p>b) The tenderer should not have any dues that needs to be paid to MIRA.</p>	
2.2	<p><b>Amendments to Tender Documents:</b></p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>(c) To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>	
2.3	<p>Registration of Tenderers: To register please email with the following information to <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a> by Wednesday, 22<sup>nd</sup> December 2021 before 1200 hrs.</p> <p>Company/SP name:</p> <p>Company/SP registration number:</p> <p>Contact person name:</p> <p>Contact number:</p> <p>Email:</p>	
2.4	Pre-bid meeting: Not applicable	
2.5	Clarifications of Bidding document, Scope of work: Monday, 27 <sup>th</sup> December 2021 before 1200 hrs.	
2.6	<b>Submission of Tenders:</b>	

	<p>Venue: Maldives Marketing &amp; Public Relations Corporation, 2<sup>nd</sup> Floor, H. Zonaria, Male'</p> <p>Date: Wednesday, 29<sup>th</sup> December 2021</p> <p>Time: 1000 hrs.</p> <p>All bidders should provide a soft copy of the original bid submitted during the bid opening.</p>
<b>3.</b>	<b>Preparation of Tenders</b>
3.1	<p><b>Cost of Tendering:</b></p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.2	<p><b>Language of Tender:</b></p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in <b>English or Dhivehi</b> 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 <b>English or Dhivehi</b>, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.3	<p><b>Documents Comprising the Tender:</b></p> <ul style="list-style-type: none"> <li>(a) Quotation mentioning the delivery period with authorized signatory and stamp</li> <li>(b) Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</li> <li>(c) Profile of the Tenderer</li> <li>(d) Copy of GST Registration Certificate (if applicable)</li> <li>(e) Tax Clearance Certificate issued by MIRA</li> <li>(f) Reference letters of past experience</li> <li>(g) If any of the above-mentioned documents have not been submitted, the proposal will be considered incomplete, and MMPRC has the discretion to disqualify the bid.</li> </ul>
3.4	<p><b>Period of Validity of Tender:</b></p> <ul style="list-style-type: none"> <li>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be considered an incomplete tender.</li> </ul>

	(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.
3.5	<b>Tender Security (If required): Not Applicable</b>
3.6	<b>Format of Signing of Tender:</b> The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.3, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.8, shall be clearly marked “Alternative”.
3.7	<b>GST:</b> The prices shall be quoted inclusive of GST.
3.8	<b>Alternative Tenders:</b> It is permitted to submit Alternative Tenders.
3.9	<b>Incomplete Tender:</b> Any tender that does not include all information and documents stated in clause 3.3 shall be considered as Incomplete Tender. Any incomplete tender shall be disqualified in the evaluation process.
3.9	<b>Conflict of Interest:</b> A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if: (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or (e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or (f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or

	(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.
3.11	<p><b>Authorization:</b></p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. MMPRC has the discretion to disqualify the party if this document is not included in the tender.</p>
4.	<b>Submission and Opening of Tenders</b>
4.1	<b>Sealing of Tenders:</b>
4.2	<p><b>Deadline for Submission of Tenders:</b></p> <p>(a) Tenders must be received by MMPRC at the address and no later than the date and time clause 2.6 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.3	<p><b>Late Tender:</b></p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 4.2. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
4.4	<p><b>Submission Documents:</b></p> <ul style="list-style-type: none"> <li>• Quotation with delivery period and authorized signatory and stamp</li> <li>• Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</li> <li>• Profile of the Tenderer</li> <li>• Copy of GST Registration Certificate</li> <li>• Tax Clearance Certificate issued by MIRA (Within the past 30 days)</li> <li>• Reference letters of past experience</li> <li>• If any of the above-mentioned documents have not been submitted, the proposal will be considered incomplete, and MMPRC has the discretion to disqualify the bid.</li> </ul>
5.	<b>Evaluation</b>

5.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
6.	<b>Tender Security and Performance Guaranty (Not applicable)</b>
7.	<b>Advance Payment and Advance Payment Guarantee: As per procedure</b>
8	<b>Penalty &amp; Contract Termination</b>
8.1	<b>Penalty:</b> MMPRC shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.
8.2	<b>Contract Termination:</b> If the Select Party fails to carry out any obligation under the Agreement, MMPRC may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.

<b>Section 2 - Evaluation Criteria</b>		
<b>Area</b>	<b>Details</b>	<b>Marks</b>
Contract Price	The Proposal proposing the lowest “Contract Price” shall receive maximum score of Fifty (50) marks	50
Profile	The Company profile, including the cv of the party as well and the cv detailing the photographer’s qualifications and experiences registration certificate, tax registration certificate and tax clearance from MIRA issued within the last 30 days. Marks this for this category will be awarded based on the relatedness of the business to the scope of the work and the documents submitted.	10
References	Minimum 3 reference letters of similar projects undertaken in the past 3 years. The photos taken for the projects should be included along with the reference letters. This reference letter should include the name of the project along with the contact details for reference. Marks will be given based on the relatedness of the work carried.	10
Delivery Period	Maximum marks will be awarded to the party who proposes the shortest delivery period. This should be clearly mentioned in the quotation. Marks will be awarded on pro rata basis.	30
	<b>TOTAL</b>	<b>100</b>

<b>Section 3 - Scope of Work</b>		
1- The Bidder/Respondent shall provide the following images		
	<b>Experiences</b>	<b>Brief</b>
1.	Fly above the islands	Aerial view, Islands have to be visible.
2	Live like a local	local café, garudiya & rice and the several accompaniments
3	Stay at your own private over-water villa	shot from the interior showing the deck & swimming pool. (honeymoon couples)
4	Exquisite underwater dining experience	A photo of people actually dining
5	Movie night under the stars	Image from behind the viewer with silhouette of people watching the screen. (Under, the stars)
6	Sail across the tiny white pearls	Safari/Liveaboard with people on deck
7	Visit to shipwrecks	Underwater shipwreck photo (dive shot)
8	Learn a dhivehi phrase	Tourist communicating with a local (friendly smiles)
9	Biosphere reserve (Fuvahmulah, addu, Baa atoll)	A surreal photo with birds & shot wide angle
10	Visit to National museum	Inside the museum. wooden designs should be present.
11	Taste and experience the Traditional Dhigu Baiypen (Baarah)	Preparation of traditional baippen, preferably in an open air setting
12	Visit to Utheemu Ganduvaru	Preferably an interior shot that is unique.
13	Visit to underwater museum at Fairmont	Underwater shot of the museum.
14	Visit the longest beaches (Dhigurah & laamu Gan)	Need a nice wide photo that shows how long & nice the beach is
15	Sunset fishing	Silhouette of dhoani & someone holding a fish.
16	Roam around the greater Male' city	Majeedheemagu, Or someplace that captures the essence of Male'
17	Visit to Hukuru Mosque	Inside of the mosque, Featuring architecture.
18	Experience the Eid Festive	Bodumas/ Eid feast
19	Taste the Laamu Golhariha	A photo with a good composition & nice plates.
20	Taste the Maldivian finger foods / short eats	A photo with a good composition & nice plates.
21	Visit to Surf points	Famous Huvadhu surfpoint, surf line up
22	Island hopping	Group of tourists on an island (Backpackers)
23	Longest link roads (Laamu)	the length of the road should be visible
24	Dolphin cruise	Near dhoani with guests & dolphins visible (drone/ from back of the boat)
25	Visit to Male' fish market	Have to show the feel of the market, Fish & people (show atmosphere/how busy it is)
26	Underwater spa at Huvafenfushi	People getting a massage at this spa.



27	Whale shark excursion	Need someone next to the shark
28	Submarine tour	People looking outside the submarine porthole.
29	Experience Dhiggaru Rihaakuru	Close up photo of rihaakuru being poured
30	Scuba Diving	with Fish (lively)
31	Traditional mat weaving at Gahdhoo	Better angle with closeup weaving
32	Kasabu boavalhu elhun at Madaveli	Close up of kasabu weaving.
33	Enjoy the traditional music "Bodu Beru" Jehun	A photo that looks like a traditional boduberu setup.
34	Deepest swimming pool (fuvamulah)	A photo of the swimming pool. The OLIGE Dive Pool
<ul style="list-style-type: none"> <li>• Quantity: 2 photos for each experience (34 experiences in total, 68 images)</li> <li>• Technical Details: <ul style="list-style-type: none"> <li>○ 1920 x 1080 resolution</li> <li>○ Landscape</li> <li>○ Print quality: DPI 300</li> </ul> </li> <li>• All Photos must be original and shot/filmed in Maldives.</li> <li>• MMPRC should have the copyright of all the images chosen.</li> <li>• No third parties' copyright material should be used</li> </ul>		