

## Information Sheet

### **Production of video clips (Tourism Talk) creating awareness about the Tourism Industry and the opportunities for youth**

#### **Section 1 – General**

**1.1 Announcement Number:** (IUL)88-ADHR/88/2022/3

**1.2 Announcement Date:** 13<sup>th</sup> January 2022

**1.3 Project:**

Hiring a Video Production Party to produce videos to create awareness about the Tourism Industry and the opportunities for youth.

**1.4 Purpose:**

The main objective of this project is to empower youth (mostly secondary and higher secondary level) with information on the Maldives tourism industry and the products

**2.1 Deliverables**

2.3.1 Develop a Storyboard for the video clips and documentaries. The story board shall include but is not limited to the elements mentioned below.

**a) Short clips: (2 minutes) per clip**

- Short phrases / stories from very young starters in tourism services/properties (no.1)
- Short clips from apprenticeship/trainings in tourism services properties (no.2)
- Short clips from managers and heads of departments (no.3)

**b) Documentary Videos (15 minutes)**

- The arrival of tourism in the Maldives (no.1)
- How a resort works (no.2)
- Day in the life of a resort employee (no.3)

**2.1.1** The video must be subtitled in English

**2.1.2** The footages used in the video should be owned by the contractor or must be new footages or footages that are recorded through arranged visits. Any other footage shall go through copyright and use of right processes. Copyright violations will not be entertained for any footages used.

**2.1.3** Target audience are secondary and higher secondary school students (ages 14 to 19). Therefore, the videos and clips shall be developed in a creative manner which grabs the attention of the target audience and be informative with positive messages.



**2.1.4** The videos shall be fully produced, edited and delivered as per the schedule agreed.

**2.1.5** Contractor will collaborate with and arrange for reviews and approvals with Ministry of Tourism for the concept development, rough cut, and final cut of the videos.

**2.1.6** The video contents shall hold a minimum acceptable standard of content in pictures or language.

**2.1.7** Videos should be presented in 4K as a minimum standard.

**2.1.8** The Ministry will provide travel and accommodation and meals for a maximum of 3 people as and when required during the video collection shoot for the pre-approved trips and necessary crew by Ministry on approved dates

## **2.2. Timeframe:**

<b>Deliverables</b>	<b>Deadline</b>
1 Short Documentary video (15 mins) (no.1)	20 March 2022
2 Short video clips / promotional (2 mins) (no.1)	20 March 2022
Short Documentary video (15 mins) (no.2)	20 April 2022
2 Short video clips / promotional (2 mins) (no.2)	20 April 2022
Short Documentary video (15 mins) (no.3)	20 May 2022
2 Short video clips / promotional (2 mins) (no.3)	20 May 2022

## **2.3. Payment:**

The Ministry of Tourism will make the payments as per the terms and conditions of the agreement signed by both parties.

## **Section 3 – Instruction to Tenderers**

### **3.1. Eligible Tenderers:**

**3.3.1** 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.

**3.1.2** If any collaborations arrangements shall be informed and accepted by Ministry of Tourism.

**3.1.3** All responsibilities of the collaborations shall be taken by the tenderer

**3.2. Clarifications of Bidding document, project, scope of works:** Please email [procurement@tourism.gov.mv](mailto:procurement@tourism.gov.mv) on or before Thursday 20<sup>th</sup> January 2022, 1300 hrs. (local time)



### **3.3. Submission of Tenders:**

**Venue:** Ministry of Tourism, 5<sup>th</sup> Floor, Velanaage, Male'

**Date:** 24<sup>th</sup> January 2022

**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 and Portfolio 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) Reference letters from previous customers/clients reflecting the nature of the projects implemented and the role of the company. (this will be included in Portfolio)
- i) Period of Delivery: (As stated in 2.2)
- 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 lowest price	51%
Storyboard & Quality of the work	All the deliverables under 2.3 of Scope of work (Section 2) must be fulfilled. The storyboard will be evaluated for its creativity, connectivity representation of theme and uniqueness, quality etc. Creativity of script/ storyboard, 2D/3D animation, sound, techniques.	25%
Team members	The position requires a detail-oriented, organized, video production team (director, cameramen, sound technician, editor) including other essential roles in creating this project resources in an attractive and timely manner.  The team shall work under the guidance of the Ministry of Tourism giving ideas and input independently.	10%
Past work and similar experiences	Minimum 3 reference of such projects undertaken. This reference should reflect the name of the project/contact details.  Details of team and key individual project works of the team (producer, director, cameraman, editor, sound engineer and more)  Samples of videos and other related works of the references provided should be submitted along with the proposal. Video footage method should include 2D, 3D animation and promotional videos.  The contractor shall have proven experience in the field of video production and design to carry out the works. Technical detail and script story including details of voice over unfolding shall be submitted.  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.	14%



## Section 6 – Focal Point from the Ministry of Tourism

For any clarifications on the project, tender documents or scope of work, please contact the following on or before Thursday, 20<sup>th</sup> January 2022, 1300 hrs. (local time)

Name: Fathimath Thamauneena

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Mobile: 7793890

Email: [fathimath.thamauneena@tourism.gov.mv](mailto:fathimath.thamauneena@tourism.gov.mv)