



**MALDIVES
BROADCASTING
COMMISSION**

TERMS OF REFERENCE

“Maldives Broadcast Award 2022”

Event Organizer

Organizing the Broadcasting Award Function

CONTACT

Maldives Broadcasting Commission

Majeedhee Magu,
Male’

Rep of Maldives

Tel: 960 3334333

Fax: 960 3334334

Emails: info@broadcom.org.mv

ahmed.arshad@broadcom.org.mv

int.relations@broadcom.org.mv

Website: www.broadcom.org.mv

SECTION 1

1.1 INTRODUCTION

Maldives Broadcasting Commission (Broadcom) requests proposals from qualified contractors to organize and implement Broadcasting Award Function. The Broadcasting Award event will be the first of its kind organized by Broadcom.

The selected contractor will be asked to work in close collaboration with and in support of Broadcom Team in the development and implementation of the Award Function.

1.2 SCOPE

We seek contractor with a proven track record for creative excellence to plan, organize, manage, and implement Broadcasting Award Function, with the following scope of services:

<u>Award Function Execution</u>	Event date: 22nd August 2022
	Event Time: 20:30 to 23:30
Implementation and execution of the event. The following shall be executed for the event;	
Event	
- Venue (Farukolhufushi)	Finalized reserved by the Commission
- Event backdrop LED panel setup and backdrop projections	5 hours prior event begins
- Photo backdrop setup	5 hours prior event begins - (Installation) 1 hour after the event – (dismantling)
- Stage fabrication	2 days prior to the event
- Stage and podium and centerpiece setup	5 hours prior event begins
- Sound setup including necessary microphones and technical support along with arrangements to playback required videos	5 hours prior event begins
- Venue decoration according to the theme	2 days prior to the event
- Red carpet walkway setup	5 hours prior event begins
- Venue lighting and effect lighting	2 days prior the event
- Lights including hall ambience light, entrance and other canvas projection lights, and stage lights	2 days prior the event
- TV Live input and Live video processing	2 days prior the event

In order to achieve the objectives of this plan, the hired party will:

1. Arrange and conduct meetings and consultation sessions required for the event.
2. Work with the Marketing and PR team of Broadcom in implementing the event, as a team.

1.3 BID DOCUMENT DELIVERABLES

The following are the documents that need to be submitted for the tender.

The tender evaluation will only be carried out if the proper supporting documents have been submitted, for any component in which supporting documents have been requested.

1.3.1 **Event Management Company profile**

1.3.2 **A cover Letter** of interest

1.3.3 **Quotation** which outlines the costing to carry out the specific activities of the scope of this bid, with the total amount for all the events.

1.3.4 **Details of Company’s experience in Event Management.**

- **Event Management Experience:**

- Provide details of Events executed by the company:
- Bidders need to submit photos of the events mentioned above (in soft or hard copy format)
- Supporting documents for all events mentioned above by the Bidder shall be submitted. This includes client reference letters, certificates, or any other document that would serve as a proof of the work conducted (with the required signatures and stamps).

1.3.5 **Details of proposed project team.**

Provide resumes of key personnel assigned to the project. Special attention shall be focused on providing details of personnel who will perform the main roles in managing the works mentioned in the scope of every event.

Core Required Roles	Skills in the role
Event Planner	Ability to oversee the events and implementation process to ensure completion of the event smoothly
Sound and lighting technician	Experience in sound and lighting setup for large-scale events

1.4 EVALUATION CRITERIA

Selection of the successful proposal will be made by Broadcom based on the following criteria:

CRITERIA	MAXIMUM POINTS
Cost effectiveness	60
Past experience and expertise in event management	40
TOTAL	100

1.5 PREPARATION, SEALING AND SUBMISSION OF THE PROPOAL

- 1.5.1 All correspondence in connection with the Proposal and all accompanying documents, which are relevant to its examination, shall be written in either Dhivehi or English.
- 1.5.2 The Proposal shall be typed/ written and signed/ initialed in indelible ink.
- 1.5.3 The Bidder shall submit a single set of the Proposal in a single sealed envelope and mark the envelope with the Bidder's full name and address, and titled:

"Maldives Broadcast Award 2022"

Event Execution

Maldives Broadcasting Commission
G. Billoorijehige, 3rd Floor,
Majeedhee Magu, Male',
Republic of Maldives

- 1.5.4 **Submission deadline:** All responses to this TOR must be submitted on **7th June 2022, 10:00 Hours**

1.6 GENERAL

1.6.1 Clarifications

All questions regarding this TOR can be communicated to Broadcom on or before 6th June 2022, 1300 Hours.

For clarification purposes, Broadcom's address is: E-mail address: info@broadcom.org.mv

To assist in the examination, evaluation, and comparison of Bids, and qualification of the Bidders, Broadcom may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder that is not in response to a request by Broadcom shall not be considered. Broadcom's request for clarification and the response shall be in writing. No change in the substance of the proposals shall be sought, offered, or permitted, during this clarification.

1.6.2 Notifications

Media outlets will be notified of the outcome of the selection process at its conclusion. Following the proposal submission, media outlets may be contacted for additional information or clarification of proposals.

1.6.3 Cost of Proposals

Any costs or expenses relating to the negotiation, preparation, or implementation of proposals, presentations or any other document in relation to this TOR are the Bidder's sole responsibility.

1.6.4 Contract period

Successful party will enter into a Contract with Broadcom. This is a one-time contract that would provide online media coverage services for the duration of the events as per the stated scopes.

1.6.5 Payment Plan and delay charges

- Payment to Contractor will be made following the conclusion of all the events.
- Delay charges of 1% of total price per day delayed is applicable on the payment.

30 May 2022