



**Ministry of Education**  
Republic of Maldives

**EVENT MANAGER FOR VIRTUAL CLASSROOM LAUNCHING CEREMONY**

Announcement No: (IUL) 22-E/1/2018/18

15<sup>th</sup> December 2018

**INFORMATION FOR BIDDERS**

The Ministry of Education now invites sealed quotations from eligible bidders for the following:

**Event Manger for Virtual Classroom Launching Ceremony:**

Event Date: 21 January 2018 (Sunday)

Time: 10:00 AM

Venue: Dharubaaruge (Rannabandeyri Maalam)

**List of Services to be provided by Event Manager:**

- \*VC Connection works (Event Manager to work with Dhiraagu)
- \*Lighting and Sound
- \*Ceremony Hall Decoration
- \*Ceremony Hall Stage Background canvas/curtain
- \*Podium and Podium decoration
- \*Invitation card design and printing
- \*Buffet Style Catering (900 Persons)
- \*Refreshment Hall Chair Arrangement (900 persons)
- \*Venue cleaning before and after event
- \*Photography

**EVALUATION CRITERIA:**

- The evaluation criteria is as follows:

Details	Points
Price	70
Bid Form Submitted	10
Company Profile: <ul style="list-style-type: none"> <li>• <u>Company Details:</u> (Company Registration, GST Registration, Pension Registration*, Short Company Profile) – 5 Points Total.</li> <li>• <u>Financials:</u> (Latest Bank Statement dated no later than 30 days before Bid Submission– 5 Points Total.</li> <li>• <u>Experience (Maximum 5)</u> – Provided service similar to requirement in past 2 years - 2 Points each) – 10 Points Total.</li> </ul>	20

**Important Information to be noted:**

- Please make sure to complete and submit the **Bid Form**. The quote will not be accepted without these sections.

**QUOTATION SUBMISSION:**

- Quotation submission is on 16<sup>th</sup> January 2018 (Tuesday) at 13:00 pm in Coordination Support Unit (Ground Floor, Ghaazee Building).