

**mitdc**

**MALDIVES INTEGRATED  
TOURISM DEVELOPMENT  
CORPORATION**

M. Iris  
7<sup>th</sup> Floor  
Orchid Magu  
Male', Maldives



TOR No: MITDC-TOR/2022/0003

Ref No: (IUL)MITDC-P/1/2022/12

## Terms of Reference

### Provision of Graphics and Multimedia services

## 1. BACKGROUND

Maldives Integrated Tourism Development Corporation (MITDC) is a 100% Maldivian Government State Owned Enterprise and has been mandated with the development of integrated tourism in local inhabited islands of the Maldives.

To diversify the ever-growing tourism and hospitality industry in the Maldives, the Maldivian Government has been looking into exploring the possibility of tapping into the mid-range tourism market that is currently growing in the Maldives.

The projects and events MITDC plan on conducting requires videography, photography, editing and designing for the marketing and promotion.

## 2. OBJECTIVE

The objective of the consultant is to:

- a) provide MITDC photography, videography, editing and designing services on a retainer basis.

## 3. SCOPE OF WORK

The consultant's key responsibilities will comprise of the following.

1. Photography
2. Videography
3. Editing
4. Designing of social media posts and other materials

## 4. DELIVERABLES

The following list covers a broad list of key deliverables required from the consultant.

#	Deliverable	No.
1	Short Video (less than 5 mins per video)	2
2	Videography, editing and designing for marketing trips	2
3	Poster designs	8
4	Photography, editing, and designing for social media	24
5	Videography, editing, and designing for social media	12
6	Videography and photography of MITDC small scale events	3

**Note: Consultant is expected to propose a separate quotation for the works other than those mentioned in this TOR.**

## 5. ELIGIBILITY CRITERIA

- 5.1. Proven minimum 5 years of work experience in videography and photography along with reference letters of work completion.
- 5.2. Each party may submit only one bid.
- 5.3. Bids should be submitted in two separate envelopes.

## 6. TECHNICAL QUERIES

For any technical queries related to bidding for provision of external audit service, please send your requests to the following email: [procurement@mitdc.com.mv](mailto:procurement@mitdc.com.mv). The deadline for submission of queries is 30<sup>th</sup> August 2022.

## 7. BID SUBMISSION

The deadline for responses to this tender is 10:00 Maldives time on 31<sup>st</sup> August 2022 to the following address:

**Maldives Integrated Tourism Development Corporation**  
7<sup>th</sup> Floor, M. Iris, Fareedhee Goalhi  
Male', 20213  
Republic of Maldives

### Envelope 1

- Business Registration Certificate
- GST Registration Copy
- MIRA Tax Clearance (dated not more than 30 days)
- Business Profile Sheet issued by Ministry of economic Development (Dated not more than 30 days)
- Board Resolution on participating in the bid (if registered Company)
- Portfolio including previous works in the form of reference letters (of relevant work)
- Team composition.

### Envelope 2

- Quotation

## 8. BASIS OF AWARD

A formal contract (Letter of Engagement), specifying the scope of the contract shall be prepared and signed between Maldives Integrated Tourism Development Corporation (MITDC) and the consultant prior to commencement of the engagement. The contract shall also clearly spell out the responsibilities of the two parties. Maldives Integrated Tourism Development Corporation (MITDC) will award a contract to the most economically advantageous tender based on the following criteria.

Criteria	Score
<b>Financial Evaluation</b>	<b>40</b>
- Clear quotation of proposed fee in MVR inclusive of GST	
<b>Technical Evaluation</b>	<b>60</b>
- Portfolio showcasing previous works of photography/videography, editing of minimum 5 projects.	45
- Details of team/individuals supported by portfolio showcasing personal work experience.	15

## 9. PAYMENT METHOD

The payment of fees will be made based on progress of deliverables discussed in section 4. Deliverables of this Invitation to Tender and in line with the terms that shall be agreed between Maldives Integrated Tourism Development Corporation (MITDC) and the audit firm in the Contract for the Service (Engagement letter).

All payments will be made in Maldivian Rufiyaa.

## 8. PRICES

1. All prices must be quoted in MVR (Maldivian Rufiyaa).
2. There will be no price variation after signing of the contract.
3. Prices must be quoted inclusive of all applicable taxes

## 9. VALIDITY OF THE BID

The Bid shall be valid for a minimum period of 30 days from the date of closing this tender.