



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES

Tourism Day Annual Function 2022

(IUL No: (IUL) 88-ADHR/88/2022/69 dated 30 August 2022)

Information for Bidders

1. Introduction / Background

The Ministry of Tourism is organizing its annual function. This year's function is scheduled to take place on 2 October 2022 at Social Center main hall. Approximately 500 invitees are expected to attend the event. The function comprises of a formal event, with speeches, award giving and video presentations with live music followed by a dinner.

2. Objective

The Ministry of Tourism is looking for a technically experienced team to setup and manage the event hall, sound, lighting and visual works for the event mentioned above.

Event Date: Sunday, 2 October 2022

Time: 20:00 – 23:00

Venue: Social Center

Theme: Official award function concept (showcasing Maldives Tourism)

Number of PAX: approximately 500

3. Scope of the Work

The contractor is required to carry out the following tasks;

- Concept Design
- Setup and Decoration of Social Centre Main Hall, Entrance (banquet style seating)
- Lighting (lighting required for the hall, stage, entrance and buffet area)
- Main LED screen (should provide graphics and animations for award function)
- Podium (decorated with Bouquet and event name)
- Tables / Chairs with covers and centre piece
- Microphones for podium and MC
- Sound for the hall and Band performance
- Entertainment arrangement (live music band)
- Ambience Music
- Photo and videography



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4. Evaluation Criteria

The parties should have the ability to work independently while working closely with Ministry of Tourism, in order to carry out the tasks. Proposals will be evaluated based on the following criteria;

1. Price (40%)
2. Concept design (40%) – *(Creativity / relevance to the theme / venue decoration /LED graphics/sound and lighting)*
3. Technical Experience (15%) – *(Reference letters of similar projects carried out with pictures within the last three years)*
4. Financial capability (5%) – *(bank statement should be submitted to measure the financial capability. Full marks will be given if the available balance exceeds the 15% of the quoted value)*

5. Deadline

Deadline to submit proposals: **10:00hrs of Thursday, 8th September 2022** at Ministry of Tourism

6. Contacts/Focal Points

For any clarifications or additional information, please contact;

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