



MINISTRY OF TOURISM  
REPUBLIC OF MALDIVES

## Tourism Day Annual Function 2022

**(IUL No: (IUL) 88-ADHR/88/2022/72 dated 07<sup>th</sup> September 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 dharubaaruge. 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:** Dharubaaruge

**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;

- a) Concept Design
- b) Setup and Decoration of Dharubaaruge, Rannabandeyri, Faashanaa, Hakuraa, Billoori Maalan & Entrance (main function will be held at Rannabandeyri Maalan)
- c) Seating: banquet style (all halls)
- d) Lighting (lighting required for the halls, entrance and buffet area)
- e) Main LED screen for Rannabandeyri and Faashana (should provide graphics and animations for award function)
- f) Podium (decorated with Bouquet and event name)
- g) Tables / Chairs with covers and centre piece
- h) Microphones for podium and MC
- i) Sound for the hall and Band performance (also sound should be provided for remaining halls)
- j) Entertainment arrangement (live music band)
- k) Ambience Music (for all halls)
- l) Photo and videography
- m) MC for the event – to discuss with MoT before finalizing



#### 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 guarantee or value of last handled project (within the last three years))*

#### 5. Deadline

Deadline to submit proposals: **13:00hrs of Monday, 12<sup>th</sup> September 2022** at Ministry of Tourism

#### 6. Contacts/Focal Points

For any clarifications or additional information, please contact;

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