



Ministry of Tourism and Environment
Republic of Maldives

TERMS OF REFERENCE
(IULAN NO (IUL)88-ENV/88/2025/398))

Hiring of an Event Organizer to conceptualize, plan, coordinate and set up a Public Engagement Event in celebration of 2025 World Ozone Day

Requesting for proposal (RFP) – Single Envelope

Issued on: 11th August 2025
Issued By: National Ozone Unit

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Section 1

Tender Sheet

Reference No:	Tender Reference		
1	Tender Name: Hiring of an Event Organizer to conceptualize, plan, coordinate and set up a Public Engagement Event in celebration of 2025 World Ozone Day		
2	Bid Registration Timeline: Time:	Date:	Email:
3	Pre-Bid Data: Location:	Time:	Date:
4	Bid queries submission timeline and Address: Location: Ministry of Tourism and Environment Date: 17 th August 2025 (Sunday) Time: 12:00 pm Email: tenders@mote.gov.mv CC: ozone@environment.gov.mv Telephone No: 3018300		
5	Bid Clarification Deadline and Address: Location: Ministry of Tourism and Environment	Date: 18/08/2025 (Monday)	Time:
6	Proposal submission deadline: Location: Ministry of Tourism and Environment – Dharubaaruge Reception	Date: 21/08/2025 (Thursday)	Time: 12:00 pm
7	Submission instruction Proposals must be delivered in sealed envelopes titled “Do not Open Before 21st August 2025 at 1205hrs - Hiring of an Event Organizer to conceptualize, plan, coordinate and set up a Public Engagement Event in celebration of 2025 World Ozone Day - (IUL)88-ENV/88/2025/398” and the submitting party’s name and address		

	Late proposals will be rejected.	
8	<p><u>Submission address</u></p> <p>Procurement division Ministry of Tourism and Environment Faashanaa Maalam, Dharubaaruge, Henveiru Male', 20344, Republic of Maldives Email: tenders@mote.gov.mv Website: www.environment.gov.mv</p> <p>Project name: 2025 Ozone Day Event</p>	
7	<p><u>Bid Opening:</u></p> <p>Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.</p>	<p>Time: 12:05pm</p> <p>Date: 21/08/2025 (Thursday)</p>
8	<u>Evaluation Criteria on Annex 09</u>	
9	<u>Bid Security amount:</u> MVR 1,000	
10	<u>Performance Guarantee amount:</u> 5%	
<p><u>Note:</u></p>		

Section 2

Instruction for Bidders

A. General Information

1. Introduction
 - 1.1 This bid is opened to parties who can provide the goods/services mentioned in the tender sheet. The requirements of the goods/services have been detailed in the information sheet.
2. Eligible Bidders
 - 2.1 This bid is opened to all the registered businesses.
 - 2.2 If any other parties, except those mentioned in 2.1, are eligible to propose the bid, it shall be stated in the tender sheet.
3. Bid Document and signing
 - 3.1 The bid must comply with Annex 1 and the materials included on the bidder's checklist as one document.
 - 3.2 Bids must be typed in English or Dhivehi in an easy-to-read font. Or if written by hand, it should be legible. All pages of the tender shall bear the signature and stamp of the tenderer or his designee. Each page of the tender shall also be numbered to indicate the number of pages.
 - 3.3
 - 3.3.1 For companies, if a person other than the Managing Director signs the bid, a copy of the "Power of Attorney" stating that the person is authorized to sign the bid should be submitted.
 - 3.3.2 For partnerships, if a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted.
 - 3.3.3 If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the Power of Attorney stating that the person is authorized to sign the bid shall be submitted.

4. Number of Bids submitted	4.1	Each bidder may submit 1 (one) bid. If any bidder submits more than one bid, all bids submitted by that bidder will be cancelled.
5. Cost of preparing Bid	5.1	All expenses incurred in preparing and submitting the bid shall be borne by the bidder. The ministry shall not be responsible for any expenses incurred in this regard.
6. Other principles	6.1	If the bidder is a close relative of an employee who works in the Ministry or any affiliated office under the Ministry the bidder must disclose it.

B. Documents relating to the bid

7. Sections of the tender book	7.1	Documents related to bid are included in the list below and in amendments.
	7.1.1	Bid Sheet (Section-1)
	7.1.2	Instructions to Bidders (Section-2)
	7.1.3	General and Special Provisions of the Agreement (Section-3)
	7.1.4	Annex (Section 4)
	7.1.5	Works Related Information (Section-5)
8. Clarification of information regarding the bid	8.1	It is the responsibility of the Bidder to obtain any further information regarding the information contained in this Bid Book or in connection with this Bid.
	8.2	Amendments issued in accordance with Section 9.1 shall form part of the Bid.
9. Changes to the tender	9.1	If it is deemed necessary to make a change to the bid before the expiry of the bid opening period, an amendment (deduction/addition) can may be made.
10. Language used in the tender	10.1	The bidder shall prepare the bid in Dhivehi or English in accordance with the templet given with the TOR.

C. Preparation of bids

11. Money used in the bid	11.1	The bidder shall submit the bid price in a Currency stated in the TOR.
12. Proposing the price	12.1	If it is a GST registered entity, the price should be inclusive of GST. The amount paid for GST should be clearly stated.
13. Duration	13.1	Unless otherwise agreed upon the deadline for work should be submitted in days including all the holidays.
	13.2	The period offered for the work shall be reasonable for the performance of the work.
	13.3	The expiry date of the bid shall be at least 120 (one twenty) days from the date of submission of the bid.
	13.4	If the duration stated by the highest-ranking bidder exceeds the duration stated in the TOR, the ministry reserves the right to negotiate with the bidder in accordance with relevant laws and regulations.

D. Submission of bids

14. How to close the bid	14.1	The name, address and telephone number of the bidder shall be written on the outside of the envelope.
	14.2	Bids should be submitted in a closed envelope addressed as per the bid sheet.
15. Deadline for submission of bids	15.1	The Bid sheet shall state the deadline for bid submission (work or Services)
16. Procedure for late bids	16.1	Bids submitted after the deadline will not be accepted.
	16.2	Except otherwise, any law or regulation specifies, any bid submitted electronically shall not be accepted.

E. Bid opening and evaluation

17. Bid opening	17.1	If the date scheduled for opening of bids is fixed as a public holiday by the Government for any reason, the opening of
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bids will be held on the deadline specified in the bid sheet of the next official day.

17.2 Any problem with the calculation of qualifying tenders will be corrected as follows.

- (i) If the amount in the bid differs from the amount stated in words, the correct amount shall be deemed to be the amount in words.
- (ii) If the amount in the bid differs from the amount stated in in proposal submission form the correct amount shall be deemed as the amount in the bid submission form.
- (iii) Arithmetic errors in the bid can be corrected in the evaluation process.

18. Bid Evaluation 18.1

The Ministry may reject the bids in accordance with public Finance Regulation as follows;

- (i) if the required information and documents are not submitted as stated in the TOR; or
- (ii) if the prices offered are inadequate; or any other reason specified by the Ministry.

19. Determination of the bidder 19.1 The successful and unsuccessful bidders will be notified in writing. Following this notice, unsuccessful bidders shall be given 3 (three) days to submit a complaint relating to the bid. The reason for the unsuccessful bid shall be stated upon request by the complainant within this period.

19.2 The contract with the successful bidder shall be signed after considering the submissions and answering the questions raised by the unsuccessful bidders within the period specified in 19.1.

20. Selection and notification of the successful bidder

20.1 The agreement shall be signed after addressing the complaints and the questions raised by the unsuccessful bidders that have been submitted within the period specified in Article 19.1.

21. Signing the agreement

21.1 If the work is abandoned after signing the agreement or if the work is not completed after signing the agreement, action will be taken as per Chapter 11 of the Public Finance Regulation.

21.2 If the agreement is not signed within the stipulated time frame as stipulated in Chapter 11 of the Public Finance Regulation, the decision to award this work will be canceled and action will be taken as mentioned in Chapter 11 of the Public Finance Regulation.

21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.

F. securities to be Submitted

22. Bid Security
(Excluding consultancy services)

22.1 The bid security of the unsuccessful bidders will be returned to them within 7 (seven) days from the date of notification to the successful bidder.

22.2 If a bidder withdraws from the bid after the opening of the bid or if the successful bidder cancels the bid after receiving the certificate of success, the bid security submitted by the bidder will be forfeited to the State.

23. Advance and Advance payment guarantee

23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.

23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)

	<p>23.3 The party shall request for advance payment within 45 (forty-five) days of signing the contract.</p> <p>23.4 If the advance is requested for, a security or guarantee issued by a government recognized bank or financial institution established in Maldives shall be submitted as advance payment guarantee.</p> <p>23.5 The advance shall not exceed 15% (fifteen percent) of the total contract price. The advance payment will be retained from the bills submitted during work or service performance in proportion to the total value of the contract.</p>
24. Performance guarantee (Excluding consultancy services)	<p>24.1 If the bid price is exceeding MVR.500,000/-, the successful bidder shall submit as performance guarantee a security or guarantee issued by a Government recognized bank or financial institution established in Maldives, excluding consultancy service.</p> <p>24.2 If the successful bidder fails to submit the performance guarantee within the timeframe specified, the decision to award the work will be reversed and the bid security submitted by the bidder will be forfeited to the State.</p>
25. Case filing and case investigation	<p>25.1 Pursuant to Public Finance Regulation 11.02 filing and investigating of complaints against irregularities in a tender shall be submitted under the finance regulation circular number 13-K/CIR/2018/01 annex 17 through form PR-14.</p> <p>25.2 As mentioned in Rule 11.02 of the Public Finance Regulation, irregularities in a tender shall be submitted in PR-14 form "Bidder Complaint Form-First Stage" in annex 18 of Finance Circular No. 13-K/CIR/2018/01.</p> <p>25.3 Upon submission of irregularities in a tender as per Rule 11.02 of the Public Finance Regulation, within 14 (fourteen) days from the date of filing of the complaint, the matter shall be decided and the decision shall be sent to the complainant in writing under circular number 13-K/CIR/2018/01 annex</p>

19 reply shall be prepared and notified in the PR-14 form (Response of Procurement Officer to the Tender Issue).

26. Submitting for Independent Review Committee for reconsideration

26.1 In submitting to the Independent Review Committee for administrative review of a tender as mentioned in Chapter 11.02 of the Public Finance Regulation, the tender issue shall be referred to in annex 21 of Public Finance Circular No. 13-K/CIR/2018/01. The complaint may be submitted to the Independent Review Committee through Form PR-16 (Appeal stage).

Section 3

General and special provisions of the agreement

27. Definitions

27.1 "Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work.

27.2 "Contractor" means the person submitting the tender for the performance of the work.

27.3 "Work" means the service or works described in the tender sheet.

27.4 "Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement.

27.5 "Agreement" means the agreement between the Employer and the Contractor regarding the work.

28. Exchange of documents

28.1 The parties to this Agreement shall give all notices to each other in connection with this Agreement, the notification shall be in writing and in the Dhivehi or English language.

28.2 Upon request by either party, documents sent from one party to the other party shall be submitted physically to a specified address or person or by registered post, or to the designated email address specified in the bid.

28.3 If the parties to the agreement wish to change the address in this Agreement, either party must notify the other party in writing.

29. Assignment of work to a third party

29.1 No assignment under this Agreement may be assigned to another party.

30. Taking over of goods and services

30.1 The date and time of delivery of the materials to the Ministry shall be notified to the Contractor before the materials are delivered to the Ministry.

30.2 Once the materials are brought to the Ministry, the contractor will take over the quantity of the materials.

30.3 The owner of the work will check that the goods/services have been received as per the agreement after the Ministry takes over. If the work is completed in accordance with the specification after checking the quality, the goods/services will be deemed to have been received in accordance with the agreement. The service/goods provided in violation of the agreement will be returned.

31. Contract Duration

31.1 The goods/services shall be delivered within the period specified in the agreement.

31.2 In the event of force majeure or manufacturing related matter or any other reason, either party shall notify in writing the other party the delays and the reason for the delay. The notification shall be initiated within the contract period.

31.3 Any request for the contract extension shall be awarded in accordance with the public Finance Regulation.

32. Penalty and cancellation of agreement

32.1 If the work or services (excluding consultancy) are not completed within the agreed period, liquidated damages will be deducted in accordance with Article 10.65 of the Financial Rules.

32.2 If the total value of the bid is below MVR.5,000,000/-, the deduction shall be equal to the total value multiplied by 0.005 multiplied by the number of days exceeding the period.

Liquidated Damages = $CP \times 0.005 \times LD$

If the total value of the tender exceeds MVR. 5,000,000/-, the deduction shall be equal to the total value multiplied by 0.0025 multiplied by the number of days overdue.

Liquidated Damages = $CP \times 0.0025 \times LD$

CP (Contact Price): Total contract value

LD (Late Duration): days beyond the term of the contract

32.3 If the Contractor is required to pay for the period of delay, the bill submitted by the Contractor shall be paid for the remaining amount after deducting the amount specified in the bill.

32.4 The Ministry reserves the right to terminate the contract if the liquidated damages exceed 15% of the total cost of the work.

33. Termination of the Agreement

33.1 The Ministry reserves the right to cancel the contract in whole or in part if it is found that the work is not being carried out as specified in the contract.

33.2 If the agreement terminates for whatever reason within 3 (three) working days, both parties must sign a statement detailing the completed and unfinished work. A list of all the contractor's items on the work site must be taken within 3 (three) days. The Ministry will not be held liable for any issues with any of these matters after this period.

34. Other things

34.1 If, after signing the Agreement, the parties become aware that any law or regulation of the Government conflicts with this Agreement or if such law or regulation is enacted, such a provision becomes incorporated into this Agreement, both parties agree to maintain this Agreement without termination, albeit by amending such provision.

35. Taxes and other fees

35.1 Taxes, customs duties, import license fees and any other fees payable in connection with this work shall be paid by the contractor.

36. Modification of the agreement (Amendments)

36.1 Any provision of this Agreement may be modified only by agreement signed between the parties.

37. The law applicable to the agreement

37.1 This Agreement shall be governed by, and enforced in accordance with, the laws and regulations of the Republic of Maldives.

38. Dispute

38.1 If any dispute arising out of this Agreement cannot be resolved by negotiation between the parties, the matter shall be submitted to a court of law in Maldives.

38.2 Any deficiencies in this Agreement shall be resolved by negotiation between the parties. If not resolved, the case shall be referred to a court of law in Maldives.

38.3 In case of dispute between TOR and PFR (Public Finance Regulation) the PFR will prevail.

Section 4

Annex 1

Documents and checklist to be submitted by the bidder

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX 1.

#	Documents to be submitted	✓/ ✗	Page No:
Technical Proposal			
1	Proposal submission form - (Annex 2) (signed by the owner of the entity or person with power of attorney to sign)		
2	Cooperative Profile Sheet issued by the Ministry of Economic Development Profile taken from website: www.business.egov.mv		
3	Tax Clearance Report		
4	Experience Letter		
5	Documentation of conflict or non-conflict of interest – (Annex 8)		
Financial Proposal			
6	Financial Breakdown Form – (Annex 3 - Form FIN – 1)		
	<ul style="list-style-type: none">• Details of Financial Situation- (Annex 4- FIN FORM -2)• Average Annual Turnover – (Annex 5 - FIN FORM – 3)• Line of Credit Letter – (Annex 6 - FIN FORM -4)• Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)		
	<u>Supporting Documents</u> <ul style="list-style-type: none">• Financial statements of the business for the year 2024, 2023 & 2022		
7	Current Contract Commitments / Work in Progress (Annex 7 -Fin Form 5)		
8	Curriculum Vitae (CV) - (Annex 10)		
9	Letter of Commitment -Team Leader (Annex 11)		
10	Bid Security – MVR 1,000		

Note 01:

- **Cooperative profile sheet, tax clearance report and conflict of interest document may be obtained during the evaluation process if not submitted with the bid.**
- **In case of price conflict in Proposal submission form - Annex 2 and Financial Breakdown Form – Annex 3 - Form FIN – 1, the correct price shall be deemed to be the price in the Proposal submission form - Annex 2.**

Note 02: Awarded party should submit performance guarantee of 5% of the total awarded contract.

Annex 2

Proposal Submission Form			
1. Bidder Information			
1.1	Name:		
1.2	Address:		
2. Project Information			
2.1	Project Name:		
2.1	Tender No:		
3. Minimum quantity, price and duration of the goods/services offered			
Detail	Price	GST (8%)	Total
Duration:			
Warranty:			
Guarantee:			
4. Declaration:			
4.1	After due consideration of the information given for the provision of the above-mentioned works/services and the provisions of the Agreement, I / We hereby tender for the provision of these works or services at the above-mentioned price.		
4.2	I / We agree to accept and comply with this tender for 90 days from the date of submission. If the owner requests to sign the agreement within this period, I agree to sign the agreement and work in accordance with the agreement.		
5. On Behalf			
Name:		Signature	Stamp
Designation			
Date			

Annex 3

FIN FORM 1

Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
1	Overall Event Designing		
2	Completion of major event setup		
3	Successful delivery of event		
4			
Total:			
GST 8%			
Total with GST			

The quotation is valid for 90 days from the date of bid opening.

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

Annex 4
FIN FORM 2

Details of Financial Situation

If the business has been registered for more than a year bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2024	Year 2023	Year 2022

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods

Annex 5

FIN FORM 3 Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2024		
2023		
2022		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

Annex 6
FIN FORM 4

Line of Credit Letter

[letterhead of the Bank/Financing Institution]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Annex 7
FIN FORM 5

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Annex 8
DISCLAIMER FOR CONFLICT OF INTEREST
 Each Applicant must fill in this form

Tender Name:	Click here to enter text.
Advertisement No:	Click here to enter text.
Advertisement Date:	Click here to enter text.

I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:

- *that I/We have any “close relative” or “close associate” working at Ministry of Tourism and Environment, I/We will disclose that information with this form. In this instance “close relative” and “close associate” represents the meaning stated in Section 19 of Regulation Number: 2023/R-158 (Public Finance Regulation);*
- *that I/We will disclose any conflict of interest in connection to the contract with this form. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, or any other relevant connection or shared interest;*
- *that I/We will inform the at Ministry of Tourism and Environment, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;*
- *that I/We have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under the contract;*
- *that I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;*
- *that I/We understand that the at Ministry of Tourism and Environment reserves the right to verify this information and that I am/We are aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.*

YES, I/We have “*close relative*” or “*close associate*” please find the Details below.

Name of the Staff(s):

NID Card No.:

Relationship with the Staff:

NO, I/We do not have “*close relative*” or “*close associate*”

Details of the Bidder

Name of the Bidder:		Stamp of the Bidding Company	
Signature of the Bidder:		Date:	

Annex 9
Criteria to be used for evaluation of bids

Areas	Details	Points
Price	Lowest Offered Price/ Offered Price $\times 20$ (The lower the price, the more points.)	20
Relevant Experience (No of projects)	<p>Points will be awarded based on the document of completion of the works given by the contractor in respect of similar works done during the last 3 years (2024, 2023 & 2022) for more than MVR 35,000.</p> <p>Work-related documents shall be deemed to be organizing public engagement events or similar corporate events.</p> <p>Submitted documents should state the cost of the work, the level of completion and the date of award and completion.</p> <p>5 points will be awarded for each submission. The maximum score for this section is 50 points.</p> <p>(Preference will be given to companies with experience working with government entities, UN agencies, or international organizations)</p>	50
Technical Expertise	<p>The company consists of:</p> <p>1. A team member with Certificate Level qualification in Event Management or a related field such as Business, Communications, event concept development, branding and production design and/or have a minimum of five 5 uninterrupted years of professional experience in any area of event management.</p> <p>Applicants meeting either of the criteria will be awarded 10 marks. An additional 1 mark will be awarded for each year of relevant experience beyond the minimum 5 years, up to a maximum of 5 marks.</p> <p>2. A Technical Lead that possesses a minimum five (5) years of uninterrupted experience in overseeing technical aspects such as sound, lighting, staging, power supply, and AV systems, especially for outdoor events.</p> <p>Applicants meeting either of the criteria will be awarded 10 marks. An additional 1 mark will be awarded for each year of relevant experience beyond the minimum 5 years, up to a maximum of 5 marks.</p> <p>Note: Marks will only be awarded if the supporting documents for the information provided in the CV are submitted</p>	15 15
Total		100

Annex 10

Curriculum Vitae		
1.	Name of Consultant:	
2.	Education:	<i>[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:</i>
3.	Membership of professional associations	
4.	Other Training	
5	Countries of work experience	<i>[List countries where the Consultant has worked in the last ten years]:</i>
6	Languages	<i>[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:</i>
7	Experience/ employment record	<p><i>[Starting with present position, list in reverse order every employment held by the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]</i></p> <p>From [Month/Year] – To [Month/Year]: Employer: Positions held: Job description:</p>
8	Summary of projects / assignments undertaken / role	<p>Name of project/ assignment: Experience classification: General / specific Scope of project/ assignment: From [Month/Year] – To [Month/Year]: Positions held:</p>
9	Past commitments in projects with the Ministry of Environment, Climate Change and Technology	<p>Name of the Contract/Project: From [Month/Year] – To [Month/Year]: Positions held: Summary of role</p>

Annex 11
Letter of Commitment

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **/Team Leader to Consultancy Service for Development of Natural Capital Accounting**"- for the Ministry of Tourism and Environment.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Tourism and Environment's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

Note: CV should be submitted along with the supporting documents

FINANCIAL SITUATION EVALUATION

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 500,000.00**, for the year 2024,2023 and 2022. (**Form FIN-3 Annual Turnover**)

(or)

To be eligible the financial statements of the bidding party must show, Minimum value of MVR **500,000.00**, for liquid asset, for the year 2024,2023 and 2022. – (**Form FIN -2: Financial Situation**)

(or)

Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum **MVR 500,000.00**

(or)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in fin form 4. Credit limit shall be no less than **MVR 500,000.00** – (**Form Fin -4: Line of Credit Letter**)

PRIORITY TO MSME'S

Below MVR 2,500,000

Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded

Above MVR 2,500,000 – MVR 5,000,000

(a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded

(b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

(c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded.

(d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded.

CRITERIA ON CLASSIFYING REGIONAL BASED BUSINESS

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
 - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered OR
 - If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

ADDITIONAL INFORMATION

Ministry of Tourism and Environment has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the project at the end of the contract and will become the sole property of Ministry of Tourism and Environment.

Section 5

Details of services/materials/work required

Introduction and Background

The Government of the Republic of Maldives, through the Ministry of Tourism and Environment is seeking proposals from qualified and experienced event organizers to conceptualize, plan, coordinate and set up a Public Engagement Event, to mark the 40th Anniversary of the Vienna Convention and to celebrate the International Day for the Preservation of the Ozone Layer 2025.

This milestone event will be organized by the National Ozone Unit, which is actively engaged in implementing a range of donor-funded projects and initiatives aimed at fulfilling the country's obligations under the Montreal Protocol on Substances that Deplete the Ozone Layer. Demonstrating the country's commitment for the environmental protection under this protocol, the Maldives has successfully phased out major ODS, including Chlorofluorocarbons (CFCs) and Hydrochlorofluorocarbons (HCFCs), achieving a complete HCFC phase-out by 2020, a full decade ahead of the target schedule.

Objective

The main objective of this assignment is to organize a dynamic 3-hour public engagement event focused on raising awareness about the importance of the ozone layer. The event will promote sustainable practices through interactive stalls, educational activities, and climate-friendly initiatives. A ceremonial opening will mark the start of the event, culminating in the unveiling of its central feature - an interactive laser/hologram wall designed to visually represent the invisible protective layer of the Earth's atmosphere.

The event organizer must work closely with National Ozone Unit (NOU) to ensure effective preparation, management and execution of the event in accordance with the defined Scope of Work.

The selected event organizer will be responsible for the following tasks:

1. Design and Assembly of Entrance
2. Design and Assembly of Public Awareness Tent/Stall Area
3. Design and Assembly of Stage Area (Awarding Ceremony and Mini Art Exhibition)
4. Design and Assembly of Mini Art Exhibit
5. Design and Install Light and Sound System required for all areas
6. Design and Assembly of Food Stall Area
7. Obtain and place 2 water coolers at strategic and easily accessible locations

8. Design and Distribution of Marketing Materials
9. Arrange Event Host/MC
10. Post Event Clean-up and Venue Restoration

Scope of Assignment

The Event Organizer will be responsible for the complete implementation of all components listed below, ensuring proper staffing, logistics, supervision, coordination, safety, and delivery of services and materials for the public engagement event for 2025 World Ozone Day.

1. Event Date and Time

The event organizer will be responsible for planning and executing all aspects of the event mentioned below and must ensure that all arrangements are completed in a timely manner to allow the event to commence as scheduled:

Date: 19th September 2025

Time: 20:00 to 23:00

Location: Hulhumale Central Park (*or an alternative location as may be specified by the NOU*)

2. General Event Decoration

Create an engaging and thematic ambiance that reflects the 2025 World Ozone Day international theme: “From Science to Global Action.”

The overall decoration should visually represent environmental and ozone-related motifs, creating a vibrant, welcoming environment across all event areas.

Annex A provides a sample for reference. The Event Organizer may use this as guidance but is encouraged to propose their own creative and innovative approach to meet the event objectives.

Main Areas

Area 1 - Entrance

Area 2 – Public Awareness stalls/tents

Area 3 – Stage and Mini Art Exhibit

Area 4 – Food Stalls

Area 5 – Laser/ Hologram Wall

The event organizer will be responsible for:

- Design and install a visually impactful entrance that aligns with the overall event theme and branding at the entrance of Central Park.
- Designing and setting up a simple yet immersive environment that transforms the venue and provides attendees with the feeling of being part of a special, purpose-driven event. The event organizer is free to utilise lights, visual elements, and decorations to create a fun and meaningful atmosphere that reinforces the themes of ozone protection and climate-friendly living.
- Complete setup and installation of decorations at the venue accordingly to the timeline.
- Ensuring that all decor elements are environmentally friendly, sustainable, safe, weather-appropriate, and securely installed.
- Coordinating with NOU on any design adaptations required due to space, weather, or logistical constraints.
- All materials, labour, equipment, and logistical support required for setup and dismantling.

3. Public Awareness Tent/Stall Area

- Design the layout and produce uniform name and front boards for each stall, ensuring a consistent, professional appearance aligned with the 2025 World Ozone Day theme.
- Assemble sixteen (16) white canopy tents (10 x 10 ft each), provided by the Ministry.
- Ensure an efficient and accessible layout with clear signage and appropriate spacing to allow smooth visitor flow
- Arrange basic utilities and lighting as required for each stall.
- Accommodate any special setup requirements requested by key stakeholders and ensure the necessary installations are arranged accordingly.

4. Stage and Backdrop (Opening, Awarding Ceremony and Mini Art Exhibit)

- Design and construct a low platform stage for the Opening Ceremony, the 2024 Ozone Day Art Competition Awarding Ceremony, and the Mini Art Exhibit. The stage is to be designed to prominently showcase the Mini Art Exhibit during both the opening and awarding ceremonies and subsequently serve as the exhibit space for the remainder of the event.
- Install an LED screen with minimum dimensions of 10x20 ft to serve as the stage backdrop for displaying visuals, videos, and presentations.
- The event organizer may scale the stage dimensions appropriately, considering the allocated setup area and the layout of the Mini Art Exhibit, to ensure optimal visibility, functionality, and cohesive visual integration

- The platform should be of sufficient height to ensure clear visibility while providing safe and comfortable access for participants. The Event Organizer is invited to propose appropriate dimensions based on the stage location and overall visual appeal.
- The stage design should be multi-functional, facilitating a smooth transition from its use during ceremonies to its role as a Mini Art Exhibit area after the conclusion of the awarding ceremony.

5. Mini Artwork Exhibition – 2024 Ozone Day Art Competition Winners

- Create, print, and assemble all exhibition materials as per the approved design specifications. This includes producing high-quality reproductions of the 12 winning artworks.
- Ensure professional presentation by properly mounting, framing, or providing display stands for the artworks, to showcase each piece effectively and attractively.

6. Food Stall Area

- Design and assemble four 4 food stalls, each with a minimum dimension of 10 x 10 ft.
- Plan the layout to ensure efficient use of space, incorporating appropriate decorative elements that complement the event's theme.
- Provide necessary access to utilities, including electricity, water and lighting, for each stall, provided that Ministry arrange the access points with the respective Utility service providers.
- Arrange for proper waste disposal and maintain cleanliness in and around the food stall area throughout the event. Assign one 1 staff member specifically to oversee cleanliness and waste management in this area.

7. Lucky Draw Station – Giveaway Segment

- Design and assemble 2 promotional stands positioned on both sides of the entrance to the information stalls, each with minimum dimensions of 3 x 6 ft. A Lucky Draw segment will be held to distribute Hakathari equipment; two (2) Air conditioners and a one (1) refrigerator.
- The design should be visually appealing and consistent with the event's overall theme, utilizing high-quality materials to ensure durability throughout the event duration. These stands shall prominently feature information about the lucky draw to effectively capture attendees' attention and raise awareness of the activity.
- Placement must allow for easy visibility and accessibility without obstructing the flow of visitor traffic.

8. Event Host/MC

- Arrange an MC with excellent communication skills, who is experienced in hosting family-friendly and public engagement events. The MC should have the ability to engage both children and adult audiences in a respectful and enthusiastic manner.

- The MC will be responsible for facilitating the entire event program in close coordination with the National Ozone Unit (NOU) and the technical and logistical teams on site. The MC shall:
 - Officially open the event
 - Awarding Ceremony announcements
 - Make timely announcements, including activity instructions, safety reminders, and acknowledgments of sponsors or contributors as required.
 - Engage actively with the audience
 - Introducing keynote speakers, facilitators, and performers
 - Host the Lucky Draw segment

Technical Setup – Electric, Sound and Light

- Supply and install electrical connections to all main event areas, ensuring safe and reliable power distribution throughout the venue. Providing and installing a complete sound system that ensures clear audio coverage across the entire event area.
- Provide all necessary sub-connections and wiring for tents/stalls, the stage, LED screen, lighting installations, and any other designated zones requiring electricity.
- Coordinate with the National Ozone Unit to accommodate any additional power requirements as identified during setup.

The sound system must include and is not limited to:

- Wireless or corded microphones (minimum two units) for speakers and the MC
- Speakers and amplifiers positioned strategically throughout the whole venue for even distribution of sound
- Background music playback capability to be used during transitions or intervals and throughout the event
- The sound system must be tested prior to the start of the event to ensure clarity, audibility, and functionality.
- Design and install appropriate lighting throughout the venue to enhance visibility, highlight key areas, and create an engaging atmosphere in line with the event's theme.
- Ensure that all lighting elements are safe, energy-efficient, and suitable for outdoor/indoor use based on the venue conditions.
- Provide focused lighting for specific areas such as the stage, exhibition space, food stalls, and public awareness tents/stalls as required.

- Coordinate the lighting setup to complement the overall design and support both functional and aesthetic needs during the event.
- Assigning one (1) dedicated technical support staff member who will remain on-site throughout the event to Monitor and troubleshoot any sound or visual equipment issues, assist speakers, presenters, or the MC with microphone setup or playback and ensure uninterrupted technical performance across all segments of the event.

9. Layout Plan

- Develop a comprehensive layout plan for the event venue, ensuring optimal use of space and a cohesive design throughout.

The layout plan must include the following components:

- Zoning of Key Activity Areas: Clearly mark the dimension the placement of all major areas, including Information Stalls, Stage and Mini Art Exhibit, Food Stall Area, Location of Laser/Hologram Wall Installation, Entry and Exit Points and Walkway and Lucky Awareness Stand.
- Dimensions: Provide accurate measurements for each activity area, ensuring adequate spacing for visitor movement, safety, and functionality.
- Sound System Placement: Identify ideal locations for speakers and audio control points to ensure even sound distribution across the venue without interference or feedback, especially in areas such as the stage, exhibition zone, and public spaces.
- Lighting Plan: Indicate locations for ambient, focused, and decorative lighting, covering: Stage and performance lighting, Highlighting artwork and stalls and General ambient lighting for walkways and communal areas.
- Flow and Accessibility: Ensure the layout supports a smooth and intuitive flow of visitors, with attention to accessibility, safety, and emergency access points.
- The plan must be presented in a clear diagrammatic format with a legend for easy understanding and submitted for review and approval by the National Ozone Unit during the first meeting.

10. Design and Distribution of Marketing Materials

- Design engaging and informative promotional materials to encourage public attendance.
- Distribute and place posters and visuals across Central Park and other strategic areas in Malé, Hulhumalé, and Villingili, one week prior to the event.
- Design visuals and arrange placement of digital advertisements on 3 digital billboards in Malé and 3 digital billboards in Hulhumalé, two weeks prior to the event. Coordinate scheduling and visibility to maximize public outreach with third parties.

11. Post-Event Cleanup

- Responsible for the complete dismantling and removal of all event setups, structures, decorations, and installations.
- Ensure the venue is restored to its original condition, with no leftover materials, waste, or damage.
- Arrange for the proper disposal of waste in an environmentally responsible manner, in compliance with local regulations.
- Conduct a final walkthrough with the designated authority (e.g., venue management or NOU) to confirm the area has been properly cleaned and restored.

12. Overall Safety Protocols

- To ensure the health, safety, and well-being of all attendees, particularly children and families, comprehensive first aid and safety measures must be in place throughout the duration of the event.
- Ensure all electrical wiring, sound systems, light systems and other installations are safely secured and regularly inspected during the event.
- Monitor weather conditions in real-time and inform NOU in the event of rain, high wind, or excessive heat. The event organizer may propose suitable alternatives, such as tented areas, to accommodate such conditions.

Requirements for Experience and Qualifications

Company

1. Should be a locally registered business
2. Should have relevant work experience of similar works done during the last 3 years (2024, 2023 & 2022) for more than MVR 35,000.
3. Provide a portfolio of the public engagement events successfully organized within the past 3 years. Events must demonstrate relevant experience in managing family-oriented, educational, or thematic events of similar scale and complexity.
4. Must demonstrate sufficient financial capacity to pre-finance all components of the event and manage associated costs without relying on immediate payment. This includes the ability to proceed without delays due to payment processing or reimbursement timelines.

Technical Expertise

The company should have a technical team with:

1. A member with Certificate Level qualification in Event Management or a related field such as Business, Communications, event concept development, branding and production design and/or have a minimum of 5 uninterrupted years of professional experience in event management.
2. A Technical Lead that possesses a minimum 5 years of uninterrupted experience in overseeing technical aspects such as sound, lighting, staging, power supply, and AV systems, especially for outdoor events.

Operational Capability

1. Include a contingency plan to address weather-related risks (e.g. rain, wind). For example, consideration for logistic challenges in the case of unexpected rain.

Indicative Tasks

The following are indicative tasks and its timeline to achieve the objectives.

- Kick off meeting with NOU within 2 days of signing the Agreement
- Submission and approval of the detailed event concept, design, work plan, proposed layout of the venue and initial budget breakdown
- Confirmation of all sound/light systems, stage and briefing the NOU of logistical plan including staffing, safety measures, and contingency arrangements
- Successful execution of the event as per the approved plan, ensuring all setups are delivered to the satisfaction of the Ministry and restoration of the venue to its original condition

Duration of the Work

- Duration of the assignment is 14 calendar days upon signing the contract (including weekends and public holidays)

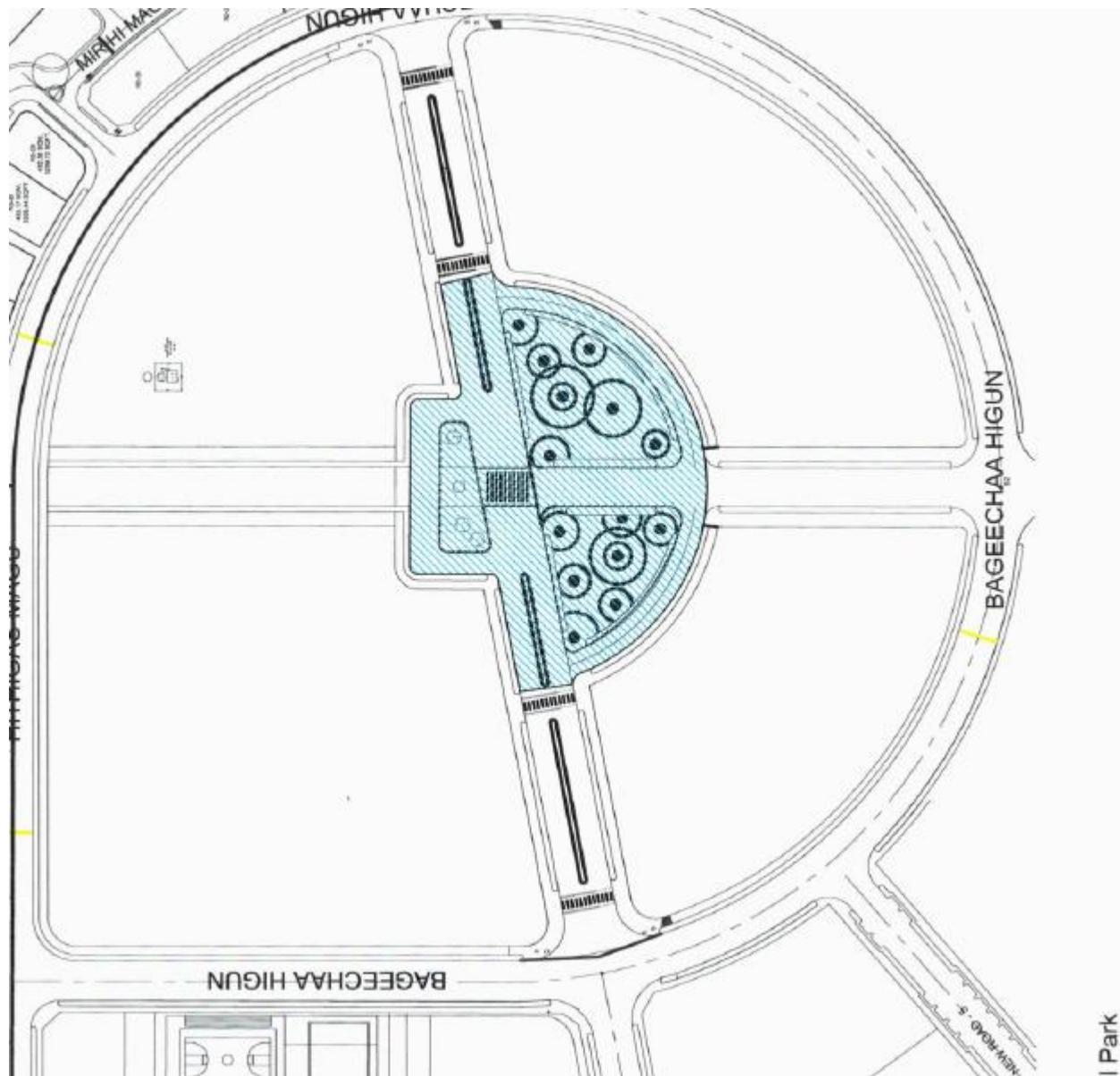
Deliverables & Payment Schedule

No.	Deliverables	Details	Duration	Payment Schedule	Output
1	Overall Event Design Approval	Submission and approval of the detailed event concept, design, work plan, proposed layout of the venue and	Upon signing of contract	30%	Approved overall event design and plan ready for implementation

		initial budget breakdown			
2	Completion of Major Event Setup Arrangements	Confirmation of all sound/light systems, stage, briefing the NOU of logistical plan including staffing, safety measures, and contingency arrangements.	5 days before event date	40%	Completion of all major event setup arrangements
3	Successful Delivery of Event	Execution of the event as per the approved plan, ensuring all setups are delivered to the satisfaction of the Ministry and restoration of the venue to its original condition	After event completion	30%	Event successfully delivered in accordance with the approved design and requirements

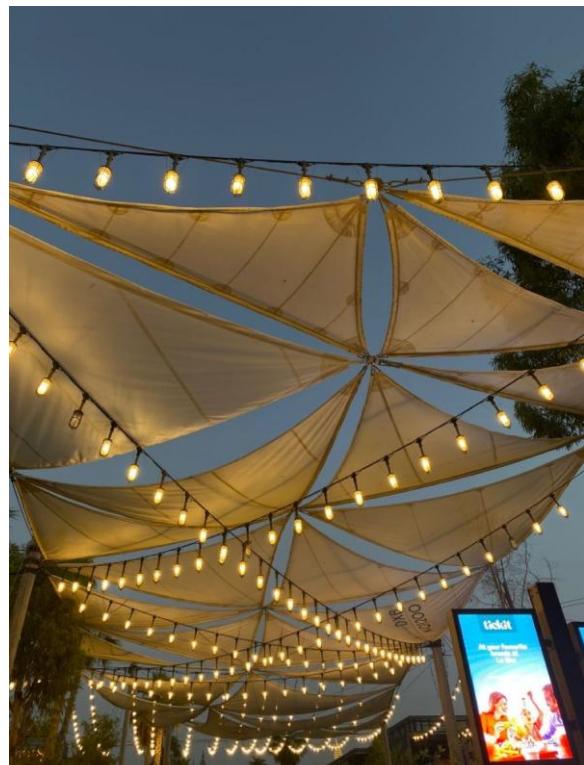
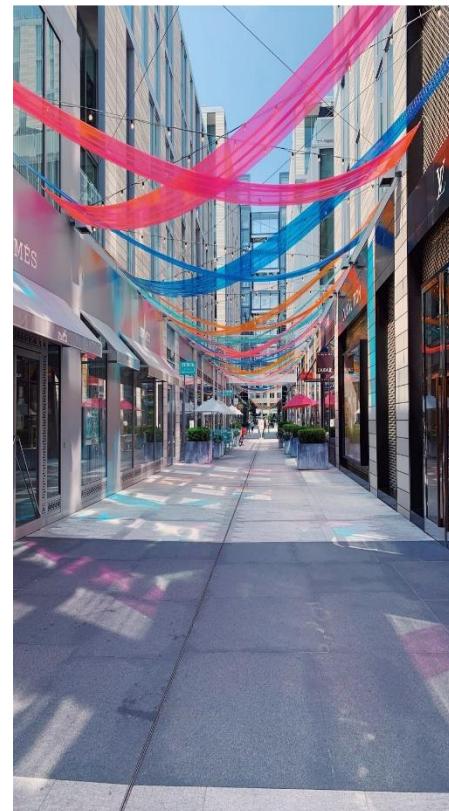
Annex A

Leased Area for the event - Central Park



General Event Decor and Public Awareness

Tents/Stalls



Stage and Mini Art Exhibit



Food Stalls

