



Ministry of Tourism and Environment
Republic of Maldives

TERMS OF REFERENCE
(IULAN NO (IUL)88-ENV/88/2025/438))

**Hiring of a Service Provider to Setup and Operate a Laser/Hologram Wall for the Public
Engagement Event to be held in celebration of the 2025 World Ozone Day**

Requesting for proposal (RFP) – Single Envelope

Issued on: 26th August 2025
Issued By: National Ozone Unit

Contents

Section 1.....	3
Tender Sheet	3
Section 2.....	5
Instruction for Bidders	5
Section 3.....	11
General and special provisions of the agreement	11
Section 4.....	15
Annex 1	15
Documents and checklist to be submitted by the bidder.....	15
Curriculum Vitae (CV) - (Annex 10).....	15
Letter of Commitment -Technical Lead (Annex 11)	15
Annex 2	17
Proposal Submission Form	17
Annex 3	18
FIN FORM 1	18
Annex 4	19
FIN FORM 2	19
FIN FORM 3	20
Annex 6	21
FIN FORM 4	21
Annex 7	22
FIN FORM 5	22
Annex 8	23
DISCLAIMER FOR CONFLICT OF INTEREST	23
Annex 9	24
Criteria to be used for evaluation of bids	24
Annex 10	26
Annex 11	27
Section 5	31
Details of services/materials/work required.....	31

Section 1

Tender Sheet

Reference No:	Tender Reference		
1	<u>Tender Name:</u>		
2	<u>Bid Registration Timeline:</u> Time:	Date:	Email:
3	<u>Pre-Bid Data:</u> Location:	Time:	Date:
4	<u>Bid queries submission timeline and Address:</u> Location: Ministry of Tourism and Environment Date: 28 th August 2025 (Thursday) Time: 10:00 am Email: tenders@mote.gov.mv CC: ozone@environment.gov.mv Telephone No: 3018300		
5	<u>Bid Clarification Deadline and Address:</u> Location: Ministry of Tourism and Environment	Date: 31/08/2025 (Sunday)	Time:
6	<u>Proposal submission deadline:</u> Location: Ministry of Tourism and Environment - Reception	Date: 09/09/2025 (Tuesday)	Time: 10:00 am
7	<u>Submission instruction</u> Proposals must be delivered in sealed envelopes titled “Do not Open Before 10:00 hours of 09th September 2025 (Tuesday)” Hiring of Service Provider to Setup and Operate a Laser/Hologram Wall for the Public Engagement Event to be held in celebration of the 2025 World Ozone Day - (IUL)88-ENV/88/2025/438 and the submitting party’s name and address		

	Late proposals will be rejected.	
8	<u>Submission address</u> 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 Project name: Laser Wall - 2025 Ozone Day	
7	<u>Bid Opening:</u> 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.	Time: 10:05am Date: 09/09/2025 (Tuesday)
8	<u>Evaluation Criteria on Annex 09</u>	
<u>Note:</u>		

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 | <div style="padding-left: 20px;">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.</div> <div style="padding-left: 20px;">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.</div> <div style="padding-left: 20px;">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.</div> |

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 |
|-----------------|------|---|

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 | <p>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.</p> <p>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.</p> <p>21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.</p> |

F. securities to be Submitted

- | | |
|--|--|
| 22. Bid Security
(Excluding consultancy services) | <p>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.</p> <p>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.</p> |
| 23. Advance and Advance payment guarantee | <p>23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.</p> <p>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.
	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.
	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.
24. Performance guarantee (Excluding consultancy services)	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.
	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.
25. Case filing and case investigation	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.
	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.
	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

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	<p data-bbox="620 1160 1489 1305">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.</p> <p data-bbox="620 1406 1441 1552">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.</p> <p data-bbox="620 1653 1457 1733">38.3 In case of dispute between TOR and PFR (Public Finance Regulation) the PFR will prevail.</p>

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 -Technical Lead (Annex 11)		
10	Annex C – Equipment List		

11	Service Providers must provide verifiable proof of equipment ownership (invoices/asset records) or a signed Supplier Confirmation Letter (Annex D) or quotation confirming availability of equipment		
-----------	--	--	--

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 -Tech Form 1 and Financial Breakdown Form – Annex 7 - 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%)
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	Confirmation of Equipment Availability and Demonstration		
2	Successful Delivery of Event		
3			
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.		
<p><i>I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:</i></p> <ul style="list-style-type: none"> <i>that should 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);</i> <i>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;</i> <i>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;</i> <i>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;</i> <i>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;</i> <i>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.</i> 			
<input type="checkbox"/> 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: <input type="checkbox"/> 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 ×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 2 years (2024, 2023 & 2022) for more than MVR 40,000.</p> <p>Work-related documents shall be deemed to be laser or hologram show or projects completed. Components of Laser/Hologram shows can also be counted as part of other major projects.</p> <p>Submitted documents should state the cost of the work, the level of completion and the date of award and completion.</p> <p>10 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
Equipment	<p>The maximum score for this section is 15 points.</p> <p>The Service Provider provides proof of availability of the Laser equipment listed in Annex C, or provide suitable alternatives capable of delivering the visual effects demonstrated in Annex B. [5 marks]</p> <p>The Service Provider provides proof of availability of Smoke/Haze Machines listed in Annex C, or provide suitable alternatives capable of delivering the visual effects demonstrated in Annex B. [5 marks]</p> <p>An additional 1 mark will be awarded for each extra smoke/haze machine or Laser equipment proposed beyond the minimum to enhance the visual effects, up to a maximum of 3 marks. [3 marks]</p> <p>An additional 2 marks will be awarded for proof of availability of a backup setup, in case of malfunction or error [2 marks]</p> <p>Note: Marks will be granted only upon submission of verifiable evidence of equipment ownership (such as purchase invoices or asset records); in cases where the equipment is leased, a Supplier/Dealer Confirmation Letter or formal quotation must be submitted,</p>	15
Technical Expertise	The company consists of:	

	<p>A Technical Lead that possesses a minimum of three (3) years of uninterrupted experience in overseeing technical aspects such as sound, lighting and power supply, especially for outdoor events.</p> <p>Applicants meeting this criterion will be awarded 10 marks. An additional 1 mark will be awarded for each year of relevant experience beyond the minimum 3 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
Total		100

***Note: Bidders who fail to submit any qualified experience as per criteria given above shall be subject to disqualification, and the Ministry reserves the right to exclude such bids from further review**

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	<i>[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]</i> From [Month/Year] – To [Month/Year]: Employer: Positions held: Job description:
8	Summary of projects / assignments undertaken / role	Name of project/ assignment: Experience classification: General / specific Scope of project/ assignment: From [Month/Year] – To [Month/Year]: Positions held:
9	Past commitments in projects with the Ministry of Environment, Climate Change and Technology	Name of the Contract/Project: From [Month/Year] – To [Month/Year]: Positions held: Summary of role

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 / **Technical Lead** to **“Setup and Operate a Laser/Hologram Wall for the Public Engagement Event to be held in celebration of the 2025 World Ozone Day”**- 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 100,000.00**, 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 **100,000.00**, 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 100,000.00**

(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 100,000.00** – **(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
<p>The Government of the Republic of Maldives, through the Ministry of Tourism and Environment is seeking proposals from qualified and experienced service providers for the setup and operation of a Laser Wall for the 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.</p> <p>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.</p>
Objective
<p>The main objective of this assignment is to design, set up, and operate an interactive Laser Wall for the Public Engagement Event organized in commemoration of the 2025 World Ozone Day. This is the central feature of the event - an interactive laser/hologram wall designed to visually represent the invisible protective Ozone Layer.</p> <p>The 3-hour public engagement event focused on raising awareness about the importance of the Ozone Layer will promote sustainable practices through interactive stalls, educational activities, and climate-friendly initiatives. The event will feature:</p> <ul style="list-style-type: none"> • Public engagement stalls from key stakeholders • Food stalls • Lucky draw segment • Awarding and display of the 2024 Mini Art Exhibit • The main highlight: Interactive Laser/Hologram Wall <p>The Service Provider shall work in close coordination with the National Ozone Unit (NOU) to ensure the effective execution and implementation of the Laser/Hologram Wall in accordance with the defined Scope of Work.</p>

Scope of Assignment

The Service Provider shall be responsible for the complete design, setup, and **uninterrupted** operation of the interactive Laser Wall from commencement to the conclusion of the event. The event is scheduled as below:

- **Date:** 19th September 2025
- **Time:** 20:00 to 23:00
- **Location:** Hulhumale Central Park

1. Operational Responsibilities

The Service Provider shall be responsible for the Laser display, including:

- **Planning and Execution:** Complete management of all aspects of the display, from preparation to operation.
- **Equipment Setup:** Ensure that all equipment is properly installed and fully functional prior to the event.
- **Staffing:** Minimum 2 staff members shall be present at the site throughout the event to assist with any technical issues and oversee operations.
- **Timely Arrangements:** Complete all necessary arrangements in advance to allow the event to commence as scheduled.
- **Continuous Operation:** Ensure the display operates seamlessly and continuously throughout the event.
- **Consistent Visual Effects:** Deliver uninterrupted and consistent visual effects from the start to the conclusion of the event.

2. Wall Location, Visuals and Dimension

- **Prominent Positioning:** The wall shall be prominently positioned for maximum visibility during the event. While the placement location has been finalized by the NOU, the Service Provider is welcome to propose an alternative location within the Central Park vicinity to optimize visual impact
- **Minimum Dimensions:** The wall shall have a minimum length of 30 feet and a minimum height of 12 feet.
- **Scalability:** The Service Provider may scale the wall beyond the minimum dimensions, subject to the location and the capacity of the equipment.
- **Design Considerations:** The wall design and placement should ensure optimal viewing angles and immersive experience for attendees.
- Please refer to **Annex B** for links to the reference videos that the NOU intends to replicate during the event.

3. Demo Requirement

- **Demonstration Requirement:** The selected vendor shall provide a working demonstration within two (2) days of signing the agreement (at the venue) to ensure that the effects meet the reference standards provided.
- **Non-Compliance:** If the Service Provider fails to meet the demonstration requirement, they will not proceed to the second deliverable, and the Ministry reserves the right to engage an alternative service provider. In such a case, payment of the specific percentage (first deliverable) will be provided for the work completed up to that stage.

4. Utilities and Technical Setup Plan

- **Inform the requirement and Coordinate with the NOU** for the connection of all necessary utilities, including electricity, lighting, and any other technical requirements.
- **Ensure that all equipment is fully operational, properly connected, and adequately protected from rain prior to the commencement of the event.**
- **Compliance:** Confirm that the setup adheres to safety standards and does not interfere with other event activities.

5. Equipment

- **Minimum Equipment Specifications:** The Service Provider shall use Hight Watt Laser sets of minimum 30W and 3000W smoke machines to achieve the desired visual effect.
- **Alternative Equipment:** The Service Provider is permitted to utilize other suitable equipment to achieve the same effect, provided it meets safety and performance standards.
- **The Service Provider is not restricted to the minimum equipment requirements stated above and may deploy multiple or alternative equipment, provided that the setup achieves the reference visual effects.**
- **Smoke Machine Requirements:** Only water-based smoke machines are allowed. Multiple machines may be deployed depending on the location, layout, and weather conditions to ensure optimal effect.

Post-Event Cleanup of Location

- **Responsible for the complete dismantling and removal of all event setups, structures, and installations.**
- **Ensure the venue is restored to its original condition, with no leftover materials, waste, or damage.**
- **Conduct a final walkthrough with the designated authority (e.g., venue manager or NOU) to confirm the area has been properly cleaned and restored.**

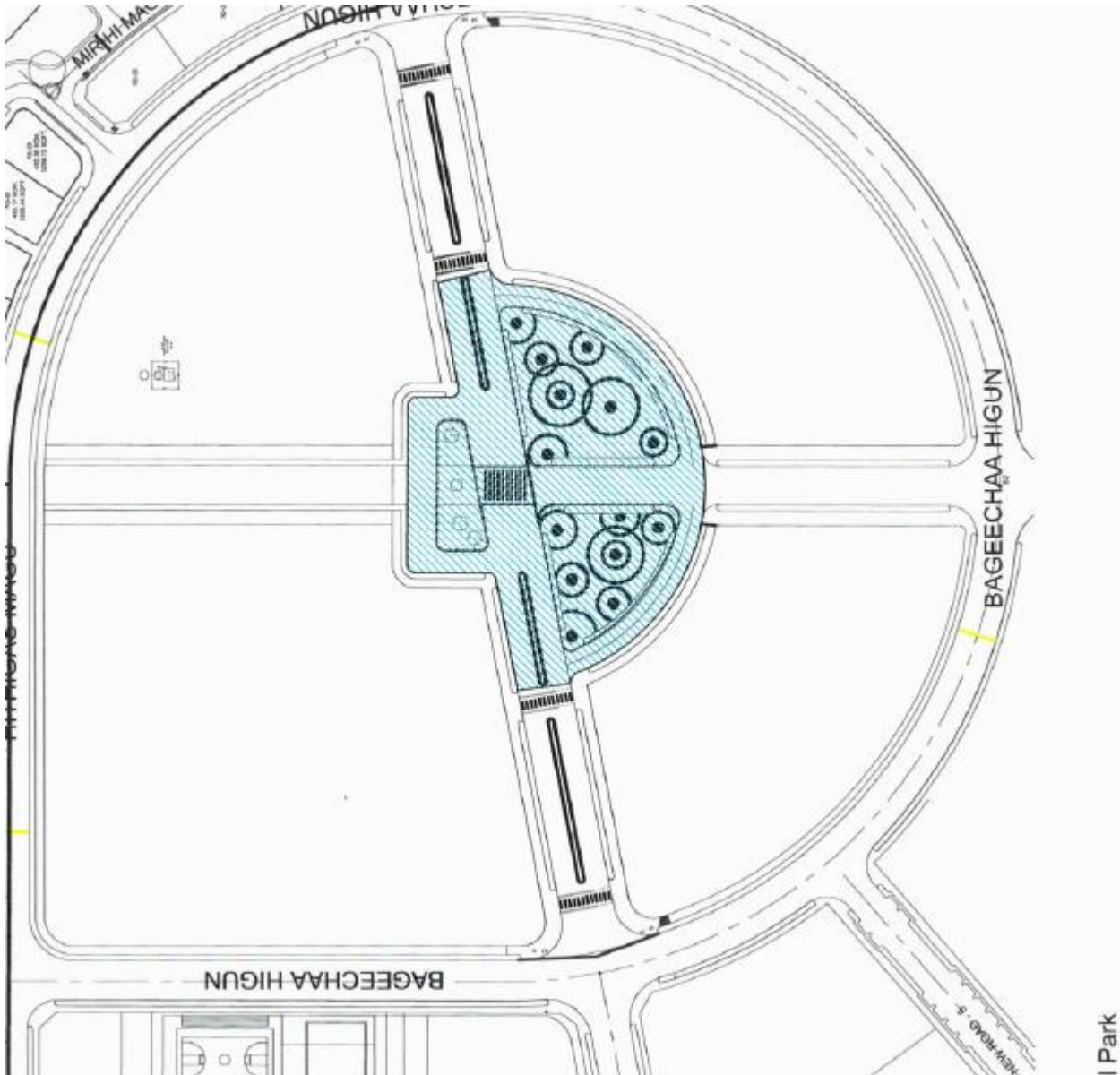
<p>Overall Safety Protocols</p> <ul style="list-style-type: none"> ▪ Ensure all electrical wiring and other installations are safely secured and regularly inspected during the event. ▪ Monitor weather conditions in real-time and inform NOU in the event of rain, high wind, or excessive heat. The event organizer may propose suitable alternatives, such as tented areas, to accommodate such conditions.
<p>Requirements for Experience and Qualifications</p>
<p>Company</p> <ol style="list-style-type: none"> 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 40,000. 3. Must demonstrate sufficient financial capacity to pre-finance all components of the activity and manage associated costs without relying on immediate payment. This includes the ability to proceed without delays due to payment processing or reimbursement timelines. <p>Technical Expertise</p> <p>The company should have a technical team with:</p> <ol style="list-style-type: none"> 1. A Technical Lead that possesses a minimum of 2 years of uninterrupted experience in overseeing technical aspects such as sound, lighting and power supply, especially for outdoor events. <p>Operational Capability</p> <ol style="list-style-type: none"> 1. Include a contingency plan to address weather-related risks (e.g., rain, wind), such as maintaining the visibility and operation of the wall in case of unexpected weather.
<p>Indicative Tasks</p>
<p>The following are indicative tasks and its timeline to achieve the objectives.</p> <ul style="list-style-type: none"> - Kick off meeting with NOU within 1 day of signing the Agreement - Submission and approval of equipment list and contingency plan. - Demonstration session at Central Park - Successful execution of the event as per reference videos, ensuring all setups are delivered to the satisfaction of the Ministry and restoration of the venue to its original condition

Duration of the Work						
<ul style="list-style-type: none"> - Duration of the assignment is 11 calendar days upon signing the contract (including weekends and public holidays) 						
Deliverables & Payment Schedule						
	No.	Deliverables	Details	Duration	Payment Schedule	Output
	1	Confirmation of Equipment Availability and Demonstration	Submission of equipment list, approval of contingency plan and successful demonstration that meets the reference and Ministry's expectations.	Within 2 days upon signing contract	20% (Should the demonstration fall short of full success, the service provider will remain entitled to payment for the proportion of work already carried out)	Submission and demonstration
	3	Successful Delivery of Event	Ensure all equipment is installed and fully operational, operate the display with uninterrupted visual effects during the event, and dismantle all equipment while restoring the venue to its original condition	After event completion	80%	Successful delivery of Laser Wall that meets the reference and Ministry's expectations.



Annex A

Leased Area for the event - Central Park



Annex B

Reference Video Link

https://youtube.com/shorts/s_FBjmR9JsQ?si=id7PocTvcEMo3-Gb

[Laser 1.mp4](#)

[Laser 2.mp4](#)

[Laser 3.mp4](#)

Annex C

Table 1 – Laser Wall Main Equipment

#	Laser Wall Main Elements	Minimum		Alternative	
1	Laser Light	30W Laser Machine	<input type="checkbox"/>	<i>(Please state here)</i>	<input type="checkbox"/>
2	Smoke/Haze machines	3000W Smoke/Haze Machine	<input type="checkbox"/>	<i>(Please state here)</i>	<input type="checkbox"/>

Table 2 – Additional Equipment

#	Additional Equipment
1	<i>(Please state here)</i>
2	<i>(Please state here)</i>
3	<i>(Please state here)</i>

Table 3 – Backup Setup (Same as Main Equipment)

1	Backup Setup	<input type="checkbox"/>
---	--------------	--------------------------

Annex D
Supplier Confirmation Letter

[Supplier Letterhead]

[Location, Date]

To: [Name and Address of Client]

Ref No: _____

Dear Sir/Madam,

This is to certify that [Supplier], located at [Full Address], is an authorized supplier of [Equipment Type/Brand/Model].

We hereby confirm that the following equipment can be made available to [Service Provider Name] for use in the project [Project/Event Name], scheduled on [Date(s)], as per the requirements outlined in the tender/terms of reference.

#	Equipment Description	Brand	Quantity	Availability Status
1	Example:30W RGB Laser Projector	[Brand]	2 Units	Available
2				

This letter is issued upon the request of [Vendor/Service Provider Name] to support their bid submission for the above-mentioned project.

Sincerely,

Authorized Signatory

Name:

Designation:

Supplier:

Contact Details:

Official Stamp/Seal