



Maldives Marketing and Public Relations Corporations
Republic of Maldives

Information Sheet
To Hire a Video Production Company for a
Period of 1 Year

12/03/2020

Section 1 - Instruction to Tenderers	
1.	General
1.1	Announcement Number: (IUL)MMPRC-PRO/1/2020/9
1.2	Announcement Date: 12 March 2020
1.3	Project: To Hire a Video Production Company for a Period of 1 Year
2.	Procedure of Tendering
2.1	<p>Eligible Tenderers:</p> <p>A Tenderer may be a natural person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture</p>
2.2	<p>Amendments to Tender Documents:</p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>(c) To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.3	Registration of Tenderers: To register please email to procurement@visitmaldives.com by Tuesday, 17 th March 2020 before 1500 hrs. (local time)
2.4	Pre-bid meeting: Not applicable
2.5	Clarifications of Bidding document, project, scope of works: Wednesday, 18 th March 2020 before 1400 hrs. (local time)
2.6	<p>Submission of Tenders:</p> <p>Venue: Maldives Marketing & Public Relations Corporation, 2nd Floor, H. Zonaria, Male'</p> <p>Date: Thursday, 19th March 2020</p>

	Time: 1000 hrs.
3.	Preparation of Tenders
3.1	<p>Cost of Tendering:</p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.2	<p>Language of Tender:</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in English or Dhivehi Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Dhivehi, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.3	<p>Documents Comprising the Tender:</p> <p>(a) Quotation</p> <p>(b) Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</p> <p>(c) Profile of the Tenderer</p> <p>(d) Copy of GST Registration Certificate</p> <p>(e) Tax Clearance Certificate issued by MIRA</p> <p>(f) Other documents, if required by this document</p>
3.4	<p>Period of Validity of Tender:</p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.5	Tender Security (If required): Not Applicable
3.6	Format of Signing of Tender:

	<p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.3, and clearly mark it "Original". Alternative Tenders, if permitted in accordance with clause 3.8, shall be clearly marked "Alternative".</p>
3.7	<p>GST/VAT: The prices shall be quoted inclusive of GST/VAT.</p>
3.8	<p>Alternative Tenders: It is permitted to submit Alternative Tenders.</p>
3.9	<p>Incomplete Tender: Any tender that does not include all information and documents stated in clause 3.3 shall be considered as Incomplete Tender.</p>
3.9	<p>Conflict of Interest: A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or (e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or

	<p>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</p> <p>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</p>
3.11	<p>Authorization:</p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	Submission and Opening of Tenders
4.1	Sealing of Tenders:
4.2	<p>Deadline for Submission of Tenders:</p> <p>(a) Tenders must be received by MMPRC at the address and no later than the date and time clause 2.6 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.3	<p>Late Tender:</p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 4.2. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
4.4	<p>Submission Documents:</p> <ul style="list-style-type: none"> • Cover letter expressing interest. This letter should include the contract price. • Company Profile along with Business Registration Certificate should be submitted. And for individuals, Portfolio and National ID Card Copy should be submitted. • Team portfolio of people who will work on the project • Reference letters and proof of previous projects undertaken

5.	Evaluation
5.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
6.	Tender Security and Performance Guaranty (Not applicable)
7.	Advance Payment and Advance Payment Guarantee (Not applicable)
8	Penalty & Contract Termination
8.1	Penalty: MMPRC shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.
8.2	Contract Termination: If the Select Party fails to carry out any obligation under the Agreement, MMPRC may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.

Section 2 - Evaluation Criteria

Area	Details	Marks
Contract Price	The party that proposes the lowest price shall get the highest marks. For others, marks will be awarded on Pro rata basis	45
Profile	The company profile, registration certificate, tax registration certificate and tax clearance from MIRA should be submitted.	15
Past Experience	Minimum 3 reference letters of similar projects undertaken. This reference letter should include the name of the project along with the contact details for reference. Sample of videos of the references provided should be submitted along with the proposal.	20

Delivery Period	Highest marks will be allocated to the party who proposes the lowest time to submit the videos.	15
Team	The profile including the assigned tasks of the team members should be submitted. Marks will be given based on the diversity of skills, roles and expertise of the team.	5
	TOTAL	100

Section 3 - Scope of Work

1.	MMPRC is looking to hire a company to produce short videos for marketing and promotional use for a period of 1 year. These videos will be used on social media platforms and on other digital mediums.
2.	The winning party should make 20 videos per month based on the requirement of MMPRC. The videos should be made in accordance with the concept provided by MMPRC.
3.	The selected party will have to produce 30 seconds to 2 minutes video as per the requirements of MMPRC.
4.	<p>Technical Specification:</p> <ul style="list-style-type: none"> • File format: MP4 preferred • Minimum Resolution: 2K • 1080p HD Quality (minimum) • Original Soundtrack
5.	Raw footage for production of the videos will be provided by MMPRC.
6.	The final version of each video should be submitted no later than 2 days of request from MMPRC.