



Information Sheet

“Maldives Broadcast Award 2022”

Production of Trophies

CONTACT

Maldives Broadcasting Commission

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SECTION 1

1.1 INTRODUCTION

Maldives Broadcasting Commission (Broadcom) requests proposals from qualified firms to produce Award Trophies for “**Maldives Broadcast Awards 2022**”. The “Maldives Broadcast Award 2022” event will be the first of its kind in Maldives.

The selected party will be asked to work in close collaboration with and in support of Broadcom team.

1.2 SCOPE

We seek some personnel/firm with a proven record of accomplishment to produce Award Trophies for “**Maldives Broadcast Award 2022**”, with the following scope of services:

Award Function Trophy production		
Event date: 14 th September 2022	Event Time: 20:00 to 23:30	
execution of the production of the trophies will be based on the approved concepts and design. The following shall be included in the proposal (<i>the specifications are attached to this information Sheet</i>);		
Details		Qty
- Trophies - Annex 1		13
- Lifetime Achievement Trophy - Annex 2		3
- Appreciation Trophy - Annex 3		13
- Judges Plaque - Annex 4		8

In order to achieve the objectives of this plan, the hired party will:

1. Work with the team appointed by Broadcom to execute “**Maldives Broadcast Awards 2022**” event, as a team.

1.3 Delivery Period

The final product must be delivered **on or before 12th September 2022**. A sample of the award shall be presented for finalization within 7 days of awarding the Bid.

1.4 BID DOCUMENT DELIVERABLES

The following are the documents that need to be submitted for the tender.

The tender evaluation will only be carried out if the proper supporting documents have been submitted, for any component in which supporting documents have been requested.

- 1.4.1 **Company profile**
- 1.4.2 **A cover Letter** of interest
- 1.4.3 **Quotation** which outlines the costing to carry out the scope of this bid.
- 1.4.4 **Details of Company's experience in the respective field.**

1.5 EVALUATION CRITERIA

Selection of the successful proposal will be made by Broadcom based on the following criteria:

CRITERIA	MAXIMUM POINTS
Cost effectiveness	60
Past experience and expertise in event management	40
TOTAL	100

1.6 PREPARATION, SEALING AND SUBMISSION OF THE PROPOAL

- 1.6.1 All correspondence in connection with the Proposal and all accompanying documents, which are relevant to its examination, shall be written in either Dhivehi or English.
- 1.6.2 The Proposal shall be typed/ written and signed/ initialed in indelible ink.
- 1.6.3 The Bidder shall submit a single set of the Proposal in a single sealed envelope and mark the envelope with the Bidder's full name and address, and titled:

"Maldives Broadcast Award 2022" Production of Trophies

Maldives Broadcasting Commission
G. Billoorijehige, 3rd Floor,
Majeedhee Magu, Male',
Republic of Maldives

- 1.6.4 **Submission deadline:** Bids shall be submitted to the address specified below **in person**, on **Thursday, 25th August 2022, 11:00 hours Maldivian Time**. Late bids will be rejected. Bids submitted via email or courier will not be accepted.

1.7 GENERAL

1.7.1 Clarifications

All questions regarding this Information Sheet can be communicated to Broadcom on or before (24th August 2022), 1300 Hours.

For clarification purposes, Broadcom's address is: E-mail address: info@broadcom.org.mv

To assist in the examination, evaluation, and comparison of Bids, and qualification of the Bidders, Broadcom may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder that is not in response to a request by Broadcom shall not be considered. Broadcom's request for clarification and the response shall be in writing. No change in the substance of the proposals shall be sought, offered, or permitted, during this clarification.

1.7.2 Payment Plan and delay charges

- Payment to Contractor will be made following the conclusion of all the events.
- Delay charges of 0.005% of total price per day delayed is applicable on the payment.

18th August 2022