بِسْمِ اللَّهِ الرَّحْمَٰنِ الرَّحِيمِ

MFLC
MALDIVES FINANCE AND LEASING COMPANY PVT LTD

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INVITATION TO SEND QUOTATIONS

1. Invitation to Send Quotations

Maldives Finance and Leasing Company Pvt Ltd invites qualified and interested vendors to submit quotations to provide event management for the MFLC 25th Anniversary Night to be celebrated on 20th November 2026 tentatively at MāAshi, Manhattan Grand Hotel, Hulhumale with the requirements as per the scope of work specified.

Tender Title: Event Management MFLC 25th Anniversary Night
Date: 22nd October 2026, Thursday
Closing Date: 14:00hrs, 26th October 2026, Monday
Submission email: mngr.bdc@mflc.mv / neesha.gpe@mflc.mv

2. Scope of Work / Requirements

The service provider shall provide event management and video production as per the details specified below:

2.1 Event Management

- **Stage Setup**: Stage design and build as in the style board, polygon 3D elements.
- **Photo Backdrop**: As in the style board with 3D polygon elements and red carpet in front. (15 ft (W) × 8 ft (H))
- **LED Setup**: 2 LED screens on the stage
- **Canvas Printing**: Printing of welcome board canvas (40" (W) × 60" (H)).
- **Lighting**: Red and white lighting throughout the ceremony, with the ability to switch to green at specific points as required (e.g. for the special announcement).
- **Sound**: Full sound system for speeches, MC, announcements and live performance.
- **Live Music Band**: Live band for the ceremony. The band is requested to perform the MFLC song in both Dhivehi and English.
- **Boduberu Performance**: Live performance after the official component of the event concludes.
- **Hall Decorations**: Full decoration of the event hall in line with the anniversary theme.

- **Tablecloth & Centerpieces**: Red textured tablecloth with Polygon-shaped centerpiece objects with white roses. Tentative table count is between 30-40 tables.
- **Photography**: Event photography coverage throughout the ceremony.
- **Highlights Video**: Edited highlights video of the ceremony.
- **Photo Booth**: As in the style board

2.2 Video Production

2.2.1 Ceremony Opening

- **Welcome Screen**: Displayed as guests arrive before the ceremony begins.
- **Ceremony Opening Animation**: Animation marking the start of the ceremony.

2.2.2 Award Videos

Each award will have an award video with sound that introduces the award name, followed by the reveal of the winner (name and photo). The videos are expected to include 3D design elements that connect visually with the stage backdrop and the theme, so that the screen content and stage read as one design.

Design categories:

- **Standard**: All awards in this category share the same design style. Only the award name and winner details change. A total of **16 awards** shall be produced within this category.
- **Signature**: One shared design style for Signature, distinct from the Standard style. A total of **5 awards** shall be produced within this category.
- **Exclusive 1 to 7**: Each has its own design but must remain within the overall anniversary theme. A total of **7 awards** shall be produced within this category.

2.3 Milestone Video Production

A 1-2 min milestone video with audio covering MFLC's 25-year journey. MFLC will provide the script.

2.4 Materials provided by MFLC

The following documents are included with this announcement:

- Style board
- Floor plan of the event hall

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The following materials shall be provided to the selected vendor by MFLC:

- MFLC logo
- 25th anniversary logo
- Details of the award names
- Names and photos of award winners
- Script for the milestone video
- Design files for specific printed items, where required

The date of the event is scheduled for 20th November 2026 tentatively at MāAshi, Manhattan Grand Hotel, Hulhumale. All proposed designs shall be subject to the review and approval of MFLC.

3. Tender Submission Requirements

The service provider shall submit the following documents:

- A portfolio of similar events and video work, with references.
- Quotation: A detailed cost breakdown of all components specified in the Scope of Work, including a proposed cost based on suitable stage dimensions determined based on the venue floor plan.
- Work Plan and Timeline: A proposed implementation schedule outlining the key activities, production milestones, review stages, and final delivery deadlines leading up to the event on 20 November 2026.
- The quotation shall remain valid for 30 days from the date of submission**.**

4. Price and Payment

The service provider shall clearly specify the proposed payment terms and conditions, including any advance payment requirements and the balance payment schedule.

5. Evaluation Criteria

The service providers will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Price / Total Cost of Ownership	30%
Technical Compliance with Tender Specifications	20%
Service Reliability, Experience and Past Performance	15%
Delivery Period / Implementation Schedule	10%
ESGS and ESMS Compliance	10%
Supplier Capacity and Financial Stability	5%

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Quality Assurance, Professional Qualifications and Certifications	5%
Value Added Services, Innovation, Warranty and After-Sales Support	5%
Total	**100%**

For the purpose of evaluation, any documents not specified under the requirements will be assessed based on publicly available information.
Quotations received prior to the publication of this announcement will also be considered and evaluated against the same criteria set out in this announcement.

6. Selection

The vendor that achieves the highest overall evaluation score and satisfies all mandatory requirements will be selected.
Maldives Finance and Leasing Company Pvt Ltd reserves the right to accept or reject any tender in accordance with its procurement requirements.

7. Delivery / Completion

All deliverables listed in the scope of work shall be completed within 20 calendar days of awarding.

8. Contact Information

For clarification, please contact:
Contact Person: Ibrahim Aleef
Position: Manager, Creative Design, Business Development
Email: mngr.bdc@mflc.mv

Contact Person: Aishath Neesha Mohamed Shahid
Position: Senior Executive, HR Governance, Procurement and Employee Relations
Email: neesha.gpe@mflc.mv

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MFLC

25th Anniversary

STYLE BOARD

Maldives Finance and Leasing
Company Private Limited

Hall Lighting

MFLC



Backdrop

MFLC



Stage

MFLC



Tables and Chairs

MFLC



Podium

MFLC

SIDE



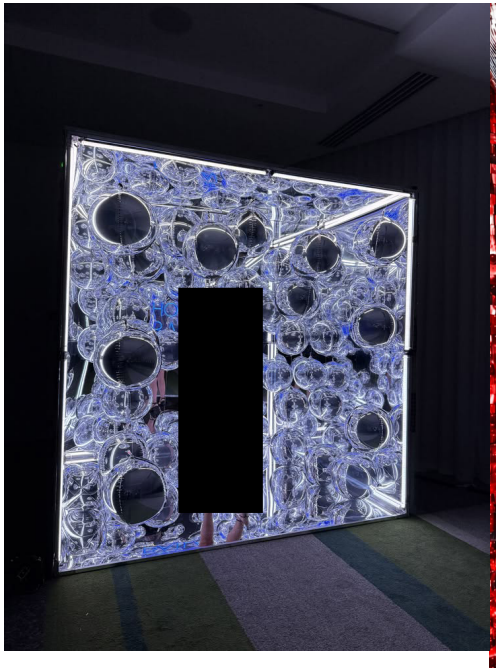
FRONT



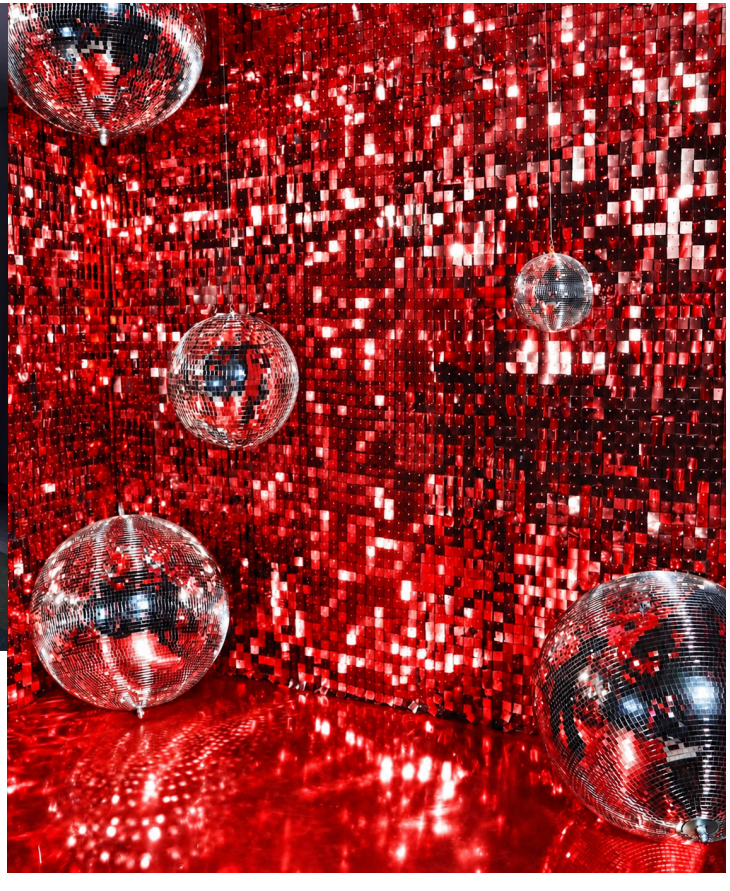
Photo Booth

MFLC

SAMPLE



SAMPLE INSIDE



ROOF TOP (9th Floor)

		Length	Width	Height
A	Holhuashi	137 Feet 42 Metre	36.8 Feet 11 Metre	10 Feet 3 Metre
B	Mā Ashi	122 Feet 37 Metre	62 Feet 19 Metre	12 Feet 4 Metre

