

Number: 60-ADM/2023/260

Date: 16.08.2023

**INVITATION FOR EXPRESSION OF INTEREST (EOI) TO BECOME A VIDEO PRODUCTION PARTNER WITH STO**

State Trading Organization Plc (STO) invites interested and eligible parties meeting the requirements set out in this announcement to submit written Expression of Interest (EOI) to potentially collaborate as a video production partner with STO.

The shortlisted Parties will then be invited to submit proposals through a restricted Request for Quotation (RFQ) process for relevant video production needs as they arise.

**Existing vendors shall also submit EOI in order to be considered for future RFQs/Tenders.**

**1. Criteria for shortlisting applications**

The applicant must prove they have:

- 1.1 At least 3 years' experience in video and audio production
- 1.2 Established studio space with the following in-house capabilities:
  - a) Professional video production equipment (hardware and software)
  - b) Green screen space to do studio programs and set extension
  - c) Professional audio production equipment (hardware and software)
  - d) In-house equipment to do live streaming and experience in live streaming  
(STO shall conduct an inspection of the applicant's studio to verify criteria a-d)
- 1.4 At least (01) in-house or affiliated professional makeup artist
- 1.5 At least (01) in-house cinematographer
- 1.6 At least (01) in-house writers for copy writing and scripts
- 1.7 At least (01) in-house graphics designer familiar with latest versions of Adobe Creative Suite
- 1.8 At least (01) in-house music composer

**Tendering Process.**

**Questions and Replies:** Questions shall be type-written in English, and shall be sent via email, on or before **23<sup>rd</sup> August 2023, 1100hrs**, to the address specified below.  
Replies to questions will be given on the of **24<sup>th</sup> August 2023**

**EOI Submission:** Documents shall be emailed to [tenders@sto.mv](mailto:tenders@sto.mv) [NOT LATER than **29<sup>th</sup> August 2023 at 1100:00hrs.**]  
Submissions received after deadline shall be rejected.

Required documents:

- ID Card / Passport copies of shareholders
- Company / Sole Proprietorship registration certificate
- Past experience (portfolio) and client testimonials / reference letters
- Details of team members (CV and Professional certificates)

**STATE TRADING ORGANIZATION PLC.**

Address: Boduthakurufaanu Magu, Maafannu, Male' 20345, Republic of Maldives  
Telephone: 1422  
Contact person: Rishvan  
E-mail Address: [tenders@sto.mv](mailto:tenders@sto.mv)

For further information, please contact STO Plc. on the above address.

**Note:** All timings mentioned are Maldivian timings (GMT+05:00)