



**Ministry of Education  
Republic of Maldives**

**Compiling, Layout Designing and Printing of 350 Box Sets (20 booklets each set) (EEDP/G.43)**

Announcement No: (IUL) 22-E/22/2018/86

Date: 20<sup>th</sup> May 2018

**INFORMATION FOR BIDDERS**

The Ministry of Education now invites sealed quotations from eligible bidders for the following:

**DETAILS:**

To compile, design layout and print 350 box sets (of 20 booklets each) as per detailed specification given.

**EVALUATION CRITERIA:**

- The evaluation criteria is as follows:

| <b>Details</b>  | <b>Points</b> |
|---|---------------|
| Price   | 50            |
| Duration  | 30            |
| RFQ document submitted (Section B and C completed)  | 5             |
| Company Profile: <ul style="list-style-type: none"> <li><u>Company Profile:</u> (Company Registration, GST Registration, Pension Registration, Company Profile) – 4 Points Total.</li> <li><u>Financials:</u> (Bank Statement dated no earlier than 30 days prior to quotation submission date – 5 marks) – 5 Points Total.</li> <li><u>Experience (Maximum 3)</u> - Supplied similar items to requirement in past 3 years - 2 Points each, , Other projects of related nature to requirement in the last 3 years– 1 Point each) – 6 Points Total.</li> </ul> | 15            |
| Technical Evaluation  | Pass/Fail     |

**Important Information to be noted:**

- Technical Specification is provided in the RFQ Document.
- Kindly adhere to all terms given in Section A and Section B of the RFQ document.
- Please make sure to complete and submit Section B and C. The quote will not be accepted without these two sections.
- Please provide clear specifications in a separate quotation in accordance with the detailed specs. All prices are to be **DDP**.

**QUOTATION SUBMISSION:**

- Quotation submission is on 27<sup>th</sup> May 2018 (Sunday) at 11:00 pm in Coordination Support Unit (Ground Floor, Ghaazee Building).



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**DETAIL SPECIFICATION**

To compile, design layout and print 350 box sets (of 20 booklets each set) as per the specification given below:

**\*QUANTITY:**

\*350 NOS (box set) – each box set comprised of 20 separate booklets.

**\*COMPILING:**

\*The content to be compiled will be provided in MS Word Format.

**\*DESIGN:**

\*A sample layout will be done by the selected vendor based on the content provided by MoE.

\*After the layout design, 01 sample of the final set must be submitted to MoE for final approval before proceeding with printing.

\*The approved designed final document must be provided in PDF format to MoE after design process.

\*The printing must be done only after the above approval is given to the sample.

**PRINTING SPECIFICATIONS:**

**No. of Pages:** Each booklet containing 8 pages, double sided. Total 160 pages per box set.

**Colour:** Full Colour.

**Binding:** Staple with Glue Bind.

**Paper Type (Cover):** 230gsm Art Card with Gloss Lamination.

**Paper Type (Inside):** 80gsm Art Paper or Wood Free Paper High Bright.

**Paper Size:** A5 Size.

**No. of box sets:** 350 NOS– each box set comprised of 20 separate booklets.

**Other:**\* Illustrations and Photos to be included.

\*Box (for each set) to be included.

**ADDITIONAL INFO:**

\*Selected vendor must complete the given works within total 25 days.

\*Please submit separate quotation with all offered printing specifications.