



**Ministry of Education
Republic of Maldives**

Compiling, Layout Designing and Printing of 350 Box Sets (21 booklets each set) (EEDP/G.43)

Announcement No: (IUL) 22-E/22/2018/91

Date: 30th May 2018

INFORMATION FOR BIDDERS

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

DETAILS:

To compile, design layout and print 350 box sets (of 21 booklets each) as per detailed specification given.

EVALUATION CRITERIA:

- The evaluation criteria is as follows:

Details	Points
Price	50
Duration	30
RFQ document submitted (Section B and C completed)	5
Company Profile: <ul style="list-style-type: none"> <u>Company Profile:</u> (Company Registration, GST Registration, Pension Registration, Company Profile) – 4 Points Total. <u>Financials:</u> (Bank Statement dated no earlier than 30 days prior to quotation submission date – 5 marks) – 5 Points Total. <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. 	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 4th June 2018 (Monday) 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 21 booklets each set) as per the specification given below:

QUANTITY:

*350 NOS (box set) – each box set comprised of 21 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 +1 Book 5 pages, double sided. Total 165 pages per box set.

Colour: Full Colour (Each book different colour).

Binding: Staple Binding.

Paper Type (Cover): 180gsm Matte Coated Paper

Paper Type (Inside): 100gsm Wood Free Paper High Bright (Matte Coated).

Paper Size: A5 (148 x 210mm).

Box Paper Type: 350gsm.

No. of box sets: 350 NOS– each box set comprised of 21 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 from contract signing.

*Please submit separate quotation with all offered printing specifications.

EDUCATIONAL INITIATIVES (#1-21) – Booklets

- | | |
|---------------------------------|---|
| 1. Overview | 12. Behaviour Management Policy/Burunu |
| 2. Multi-grade teaching | 13. Code Club |
| 3. Ensuring inclusive education | 14. Student Led Parent Teacher Conference |
| 4. Virtual training | 15. Vinavi |
| 5. Grade 1 Risk assessment | 16. Life Skills Education |
| 6. Health screening | 17. Child First |
| 7. Virtual teaching | 18. Farukoe |
| 8. Mass teacher training | 19. Guraha – Job Portal |
| 9. BTEC stream | 20. Polytechnic |
| 10. Dhasvaaru program | 21. #UfaageVaahaka |
| 11. Attendance Policy | |