



Reference Number: MNU-CA-PAMD/2018/51

Date: 04th July 2018

INVITATION FOR BIDS

Supply of Graduation Mortarboards

1. The Maldives National University (MNU) is seeking interested parties to supply 550 Graduation Mortarboards required for The Maldives National University (MNU).
2. You are requested to quote prices for mortarboards in your quotation (based on technical specifications mentioned below). Cost, Insurance & Freight (CIF) charges (in US Dollars or in Maldivian Rufiyaa) should be included in the price.
3. You are required to submit bids in writing to The Maldives National University with the following information.
 - Cover letter (address to Vice Chancellor)
 - A brief company profile
 - Relevant experience documents
 - Quotation; and
 - A sample of a Mortarboard
4. Proposals will be evaluated by a technical committee of MNU. Points will be given to proposals according to the evaluation criteria specified below. Marks for experience will be based on the supporting documents submitted along with the proposal. Marks for the quality will be awarded according to the sample submitted.

Price	30%
Quality	60%
Relevant experience	10%
5. Mortarboards should be supplied within 45 days (including public holidays).

6. Further clarifications regarding the bid may be sent to the following address on or before **1400hrs local time on July 9, 2018 (Monday)**.

Dr. Muaviyath Mohamed
Deputy Vice Chancellor
The Maldives National University
Central Administration
Rahdhebai Hingun, Mahchangoalhi
Male' (20-03), Maldives
Email: bids@mnu.edu.mv
Copy to: muaviyath.mohamed@mnu.edu.mv

7. Bids must be delivered to the address above on or not later than **1400hrs local time on July 10, 2018 (Tuesday)**. Mode of delivery may be via mail or email (bids@mnu.edu.mv). Bids received after the deadline will be rejected.

Technical specifications

Mortarboard Details: Hard Top Felt

- Black felt
- Hard board and skull
- Stitched seams
- 250mm x 250mm
- Sized in 1cm increments, 52cm to 65cm
- Black 230mm tassel with 40mm loop
- Reinforced tassel knot

